



Village of Brookfield

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(708) 485-7344 • FAX (708) 485-4971
www.brookfieldil.gov

VILLAGE OF BROOKFIELD
BROOKFIELD, ILLINOIS 60513

PUBLIC HEARING
2012 Appropriations Ordinance

**Monday, January 9, 2012
6:15 P.M.**

AGENDA

- I. Call to Order
- II. Presentation 2012 Appropriations Ordinance
- III. Questions from the Village Board
- IV. Questions from Public
- V. Adjournment

VILLAGE PRESIDENT
Michael J. Garvey

VILLAGE CLERK
Brigid Weber

BOARD OF TRUSTEES
Catherine A. Colgrass-Edwards
Ryan P. Evans
C.P. Hall, II
Kit P. Ketchmark
Brian S. Oberhauser
Michael A. Towner

VILLAGE MANAGER
Riccardo F. Ginex

MEMBER OF
Illinois Municipal League
Proviso Township
Municipal League
West Central
Municipal Conference

TREE CITY U.S.A. Since 1981

HOME OF THE CHICAGO
ZOOLOGICAL SOCIETY

LEGAL NOTICE

ANNUAL APPROPRIATION ORDINANCE PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the Board of Trustees of the Village of Brookfield will hold a public hearing at 6:15 P.M. on January 9, 2012 at the Edward Barcal Hall in the Municipal Building of the Village of Brookfield, 8820 Brookfield Avenue, Brookfield, Illinois 60513 on the Village's proposed appropriation ordinance, which will serve as the basis for the Village's 2012 Annual Appropriation Ordinance.

The proposed appropriation ordinance will be on file in the Village Clerk's Office for at least ten (10) days prior to January 9, 2012 and copies thereof will be conveniently available for public examination and copying.

Brigid Weber, Village Clerk

NOTE: Published in the Brookfield Landmark, January 12, 2012

VILLAGE OF BROOKFIELD

ORDINANCE NO. 2012-01

**AN ORDINANCE APPROPRIATING FOR ALL CORPORATE PURPOSES FOR THE
VILLAGE OF BROOKFIELD, COOK COUNTY, ILLINOIS FOR THE
FISCAL YEAR BEGINNING JANUARY 1, 2012 AND ENDING DECEMBER 31, 2012**

**ADOPTED BY THE
PRESIDENT AND BOARD OF TRUSTEES
OF THE VILLAGE OF BROOKFIELD**

THIS 9TH DAY OF JANUARY, 2012

Published in pamphlet form
by the authority of the
President and Board of Trustees
of the Village of Brookfield,
Cook County, Illinois this
9th day of January, 2012

ORDINANCE NO. 2012 – 01

**AN ORDINANCE APPROPRIATING FOR ALL CORPORATE PURPOSES FOR THE
VILLAGE OF BROOKFIELD, COOK COUNTY, ILLINOIS FOR THE
FISCAL YEAR BEGINNING JANUARY 1, 2012 AND ENDING DECEMBER 31, 2012**

BE IT ORDAINED by the President and Board of Trustees of the Village of Brookfield, County of Cook, Illinois:

SECTION 1: That the amounts hereinafter set forth, or so much thereof as may be needed or deemed necessary to defray all expenses and liabilities of the Village be and the same are hereby appropriated for general corporate purposes, for police and fire protection, for maintenance of parks and supervised recreation programs, for the collection and disposal of solid waste, for the maintenance of streets, alleys and bridges, for street lighting, for 911 emergency telephone service, for liability insurance purposes, for financial audit purposes, for debt service purposes, for capital improvements to village infrastructure, for operations, maintenance and improvements of the water and sewer systems, for police and firefighter pension benefits and administration, for library operations, library IMRF pension, library social security, library site and building maintenance and library capital improvements and all other objects and purposes of the Village of Brookfield, Cook County, Illinois as hereinafter specified, for the fiscal year beginning January 1, 2012 and ending December 31, 2012.

SECTION 2: The appropriations herein made for any purpose shall be regarding only as a maximum amount to be expended under the respective appropriation accounts and shall not be construed as a commitment, agreement, obligation or liability of the Village of Brookfield, each such appropriation being subject to further approval as to the expenditures hereof by the corporate authorities.

SECTION 3: That the amount appropriated for each object and purpose shall be as follows:

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FY 2012 APPROPRIATION ORDINANCE

BUDGET	ACCT #	DESCRIPTION	APPROPRIATION
	ACCT #	DESCRIPTION	APPROPRIATION
SUMMARY APPROPRIATIONS			
13,845,783		General Fund -- 01	13,845,783
-		Motor Fuel Tax Fund - 11	-
10,000		Congress Park TIF - 14	10,000
11,500		Ogden Ave. TIF Fund - 15	11,500
-		Hotel Motel Tax Fund - 16	-
1,687,745		Debt Service Funds - 31	1,687,745
198,048		Special Assessment Fund - 32	198,048
60,000		Equipment Replacement Fund--41	60,000
974,850		Infrastrucutre Project Fund--42	974,850
673,765		Ehlert Park Project Fund--43	673,765
5,086,087		Water & Sewer Fund--61	5,086,087
1,851,646		Garbage Fund--62	1,851,646
1,496,436		Police Pension Fund--81	1,496,436
715,357		Firefighters' Pension Fund--82	715,357
<u>26,611,217</u>		<u>TOTAL VILLAGE FUNDS</u>	<u>26,611,217</u>
		Library Funds (see attached schedule)	2,727,200
		<u>Total All Funds</u>	<u>29,338,417</u>

FY 2012 APPROPRIATION ORDINANCE

BUDGET	ACCT #	DESCRIPTION	APPROPRIATION
GENERAL FUND--01			
NON-DEPARTMENTAL--00			
-	01-00-5910	CONTINGENCIES	-
GENERAL FUND--01			
PRESIDENT AND VILLAGE BOARD--01			
39,529	01-01-5010	SALARY-ELECTED & APPOINTED OFFICIAL	39,529
3,024	01-01-5110	EMPLOYER FICA/MEDICARE	3,024
2,131	01-01-5120	EMPLOYER IMRF	2,131
-	01-01-5299	OTHER PROFESSIONAL SERVICES	-
13,000	01-01-5490	INTERGOVERNMENTAL FEES & DUES	13,000
4,000	01-01-5540	PRINTING & COPYING SERVICES	4,000
1,075	01-01-5550	PROFESSIONAL ASSOCIATIONS	1,075
-	01-01-5590	TRAINING	-
100	01-01-5620	COMPUTER SUPPLIES	100
100	01-01-5670	OFFICE SUPPLIES	100
4,000	01-01-5680	POSTAGE	4,000
100	01-01-5720	STATIONERY	100
300	01-01-5799	OTHER MATERIALS & SUPPLIES	300
1,500	01-01-5810	CONFERENCE & MEETING REGISTRATION	1,500
50	01-01-5820	LOCAL MILEAGE,PARKING & TOLLS	50
250	01-01-5840	MEALS	250
69,159			69,159
GENERAL FUND--01			
CONSERVATION COMMISSION--02			
300	01-02-5540	PRINTING & COPYING SERVICES	300
4,000	01-02-5599	OTHER CONTRACTURAL	4,000
50	01-02-5615	BOOKS & PUBLICATIONS	50
200	01-02-5625	CONCESSIONS & FOOD	200
300	01-02-5655	LANDSCAPING & PLANTING SUPPLIES	300
100	01-02-5680	POSTAGE	100
400	01-02-5690	PROGRAM SUPPLIES	400
5,350			5,350
GENERAL FUND--01			
FIRE AND POLICE COMMISSION--03			
-	01-03-5270	LEGAL-REVIEW	-
15,000	01-03-5299	OTHER PROFESSIONAL SERVICES	15,000
500	01-03-5410	ADVERTISING & LEGAL PUBLICATION	500
-	01-03-5550	PROFESSIONAL ASSOCIATIONS	-
1,000	01-03-5625	CONCESSIONS & FOOD	1,000
400	01-03-5799	OTHER MATERIALS & SUPPLIES	400
16,900		TOTAL EXPENDITURES	16,900
GENERAL FUND--01			
HISTORICAL COMMISSION--04			
-	01-04-5799	OTHER MATERIALS & SUPPLIES	-
GENERAL FUND--01			
PLAN COMMISSION--05			
1,000	01-05-5270	LEGAL-REVIEW	1,000
500	01-05-5299	OTHER PROFESSIONAL SERVICES	500
500	01-05-5410	ADVERTISING & LEGAL PUBLICATION	500
250	01-05-5540	PRINTING & COPYING SERVICES	250
250	01-05-5599	OTHER CONTRACTUAL	250
-	01-05-5670	OFFICE SUPPLIES	-
-	01-05-5680	POSTAGE	-
-	01-05-5799	OTHER MATERIALS & SUPPLIES	-
2,500			2,500

FY 2012 APPROPRIATION ORDINANCE

BUDGET	ACCT #	DESCRIPTION	APPROPRIATION
GENERAL FUND--01			
RECREATION COMMISSION--06			
100	01-06-5690	PROGRAM SUPPLIES	100
100	01-06-5799	OTHER MATERIALS & SUPPLIES	100
300	01-06-5810	CONFERENCE & MEETING REGISTRATION	300
<u>500</u>			<u>500</u>
GENERAL FUND--01			
BEAUTIFICATION COMMISSION--07			
-	01-07-5220	CONSULTING	-
400	01-07-5410	ADVERTISING & LEGAL PUBLICATION	400
800	01-07-5475	FORESTRY & LANDSCAPING SERVICES	800
200	01-07-5540	PRINTING & COPYING SERVICES	200
300	01-07-5625	CONCESSIONS & FOOD	300
1,000	01-07-5655	LANDSCAPING AND PLANTING SUPPLIES	1,000
-	01-07-5680	POSTAGE	-
3,800	01-07-5690	PROGRAM SUPPLIES	3,800
<u>6,500</u>			<u>6,500</u>
GENERAL FUND--01			
ZBA--09			
250	01-09-5270	LEGAL-REVIEW	250
750	01-09-5410	ADVERTISING & LEGAL PUBLICATION	750
<u>1,000</u>			<u>1,000</u>
GENERAL FUND--01			
VILLAGE MANAGER'S OFFICE--10			
289,769	01-10-5020	WAGES-FULL TIME SALARIED	289,769
3,402	01-10-5030	WAGES-PART TIME HOURLY	3,402
19,391	01-10-5110	EMPLOYER FICA/MEDICARE	19,391
68,105	01-10-5120	EMPLOYER IMRF	68,105
544	01-10-5140	INSURANCE-GROUP LIFE & AD&D	544
40,648	01-10-5150	INSURANCE-GROUP MEDICAL	40,648
2,537	01-10-5160	INSURANCE-GROUP DENTAL	2,537
1,700	01-10-5190	INSURANCE-UNEMPLOYMENT COMPENSATION	1,700
1,625	01-10-5280	MEDICAL	1,625
5,000	01-10-5299	OTHER PROFESSIONAL SERVICES	5,000
14,000	01-10-5340	R & M-POLICE EQUIPMENT	14,000
4,000	01-10-5410	ADVERTISING & LEGAL PUBLICATION	4,000
65	01-10-5490	INTERGOVERNMENTAL FEES & DUES	65
11,250	01-10-5530	ORDINANCE CODIFICATION	11,250
3,600	01-10-5540	PRINTING & COPYING SERVICES	3,600
4,000	01-10-5550	PROFESSIONAL ASSOCIATIONS	4,000
500	01-10-5560	PURCHASED PROGRAM SERVICES	500
600	01-10-5590	TRAINING	600
500	01-10-5615	BOOKS & PUBLICATIONS	500
-	01-10-5625	CONCESSIONS & FOOD	-
-	01-10-5630	COPIER SUPPLIES	-
9,500	01-10-5670	OFFICE SUPPLIES	9,500
20,574	01-10-5680	POSTAGE	20,574
1,600	01-10-5690	PROGRAM SUPPLIES	1,600
3,000	01-10-5720	STATIONERY	3,000
500	01-10-5799	OTHER MATERIALS & SUPPLIES	500
1,100	01-10-5810	CONFERENCE & MEETING REGISTRATION	1,100
1,000	01-10-5820	LOCAL MILEAGE,PARKING & TOLLS	1,000
2,000	01-10-5830	LODGING	2,000
1,000	01-10-5840	MEALS	1,000
-	01-10-5910	CONTINGENCIES	-
<u>511,510</u>			<u>511,510</u>

FY 2012 APPROPRIATION ORDINANCE

BUDGET	ACCT #	DESCRIPTION	APPROPRIATION
GENERAL FUND--01			
LEGAL SERVICES--11			
-	01-11-5220	CONSULTING	-
25,000	01-11-5250	LEGAL-PROSECUTION	25,000
50,000	01-11-5260	LEGAL-LITIGATION	50,000
200,000	01-11-5270	LEGAL-REVIEW	200,000
-	01-11-5299	OTHER PROFESSIONAL SERVICES	-
<u>275,000</u>			<u>275,000</u>
GENERAL FUND--01			
FINANCE DEPARTMENT--12			
70,040	01-12-5010	WAGES-FULL TIME SALARIED	70,040
37,084	01-12-5025	WAGES-FULL TIME HOURLY	37,084
1,062	01-12-5030	WAGES-PART TIME HOURLY	1,062
1,751	01-12-5040	WAGES-OVERTIME 1.5X	1,751
9,140	01-12-5110	EMPLOYER FICA/MEDICARE	9,140
31,365	01-12-5120	EMPLOYER IMRF	31,365
178	01-12-5140	INSURANCE-GROUP LIFE & AD&D	178
24,337	01-12-5150	INSURANCE-GROUP MEDICAL	24,337
1,332	01-12-5160	INSURANCE-GROUP DENTAL	1,332
450	01-12-5190	INSURANCE-UNEMPLOYMENT COMPENSATION	450
28,500	01-12-5210	AUDIT	28,500
3,000	01-12-5220	CONSULTING	3,000
3,500	01-12-5299	OTHER PROFESSIONAL SERVICES	3,500
1,740	01-12-5410	ADVERTISING & LEGAL PUBLICATION	1,740
3,000	01-12-5435	BANK SERVICE CHARGES	3,000
389,705	01-12-5520	LIABILITY INSURANCE	389,705
1,000	01-12-5540	PRINTING & COPYING SERVICES	1,000
700	01-12-5550	PROFESSIONAL ASSOCIATIONS	700
15,000	01-12-5560	PURCHASED PROGRAM SERVICES	15,000
500	01-12-5590	TRAINING	500
500	01-12-5599	OTHER CONTRACTURAL	500
100	01-12-5615	BOOKS & PUBLICATIONS	100
400	01-12-5620	COMPUTER SUPPLIES	400
3,000	01-12-5670	OFFICE SUPPLIES	3,000
100	01-12-5680	POSTAGE	100
500	01-12-5690	PROGRAM SUPPLIES	500
-	01-12-5710	SERVICE AND REPAIR PARTS	-
500	01-12-5810	CONFERENCE & MEETING REGISTRATION	500
50	01-12-5820	LOCAL MILEAGE,PARKING & TOLLS	50
600	01-12-5830	LODGING	600
200	01-12-5840	MEALS	200
<u>629,334</u>			<u>629,334</u>
GENERAL FUND--01			
BUILDING CODE AND ENFORCEMENT--13			
122,438	01-13-5020	WAGES-FULL TIME SALARIED	122,438
209,939	01-13-5025	WAGES-FULL TIME HOURLY	209,939
26,878	01-13-5030	WAGES-PART TIME HOURLY	26,878
3,102	01-13-5040	WAGES-OVERTIME 1.5X	3,102
27,720	01-13-5110	EMPLOYER FICA/MEDICARE	27,720
59,447	01-13-5120	EMPLOYER IMRF	59,447
551	01-13-5140	INSURANCE-GROUP LIFE & AD&D	551
50,526	01-13-5150	INSURANCE-GROUP MEDICAL	50,526
2,764	01-13-5160	INSURANCE-GROUP DENTAL	2,764
1,400	01-13-5190	INSURANCE-UNEMPLOYMENT COMPENSATION	1,400
-	01-13-5270	LEGAL-REVIEW	-
16,500	01-13-5299	OTHER PROFESSIONAL SERVICES	16,500
-	01-13-5310	R & M-COMMUNICATIONS EQUIPMENT	-
-	01-13-5340	R & M-POLICE EQUIPMENT	-
800	01-13-5380	R & M-VEHICLES	800
1,000	01-13-5410	ADVERTISING & LEGAL PUBLICATION	1,000
400	01-13-5490	INTERGOVERNMENTAL FEES & DUES	400
500	00-13-5540	PRINTING & COPYING SERVICES	500
1,200	01-13-5550	PROFESSIONAL ASSOCIATIONS	1,200
-	01-13-5560	PURCHASED PROGRAM SERVICES	-

FY 2012 APPROPRIATION ORDINANCE

BUDGET	ACCT #	DESCRIPTION	APPROPRIATION
2,000	01-13-5590	TRAINING	2,000
-	01-13-5615	BOOKS & PUBLICATIONS	-
-	01-13-5620	COMPUTER SUPPLIES	-
1,500	01-13-5670	OFFICE SUPPLIES	1,500
-	01-13-5680	POSTAGE	-
-	01-13-5700	PROTECTIVE CLOTHING & EQUIPMENT	-
-	01-13-5715	SMALL TOOLS	-
-	01-13-5720	STATIONERY	-
-	01-13-5762	UNIFORMS	-
3,000	01-13-5810	CONFERENCE & MEETING REGISTRATION	3,000
500	01-13-5820	LOCAL MILEAGE,PARKING & TOLLS	500
600	01-13-5830	LODGING	600
400	01-13-5840	MEALS	400
500	01-13-5850	PURCHASED TRANSPORTATION	500
<u>533,665</u>			<u>533,665</u>
GENERAL FUND--01			
INFORMATION SERVICES--14			
30,000	01-14-5230	DATA PROCESSING	30,000
50,000	01-14-5299	OTHER PROFESSIONAL SERVICES	50,000
-	01-14-5320	R & M-DATA PROCESSING EQUIPMENT	-
15,000	01-14-5500	ISP'S & DATA SERVICES	15,000
155,000	01-14-5580	TELEPHONE-LOCAL,LD,WIRELESS,PAGER	155,000
2,000	01-14-5620	COMPUTER SUPPLIES	2,000
-	01-14-5910	CONTINGENCIES	-
60,000	01-14-6530	EQUIP. DATA PROCESSING	60,000
<u>312,000</u>			<u>312,000</u>
GENERAL FUND--01			
POLICE FORFEITURE--18			
-	01-18-5340	R & M-POLICE EQUIPMENT	-
-	01-18-5380	R & M-VEHICLES	-
2,030	01-18-5560	PURCHASED PROGRAM SERVICES	2,030
-	01-18-5675	POLICE SUPPLIES	-
-	01-18-6530	EQUIP. DATA PROCESSING	-
<u>2,030</u>			<u>2,030</u>
GENERAL FUND--01			
E-911 SERVICES--19			
160,305	01-19-5025	WAGES-FULL TIME HOURLY	160,305
45,000	01-19-5030	WAGES-PART TIME HOURLY	45,000
12,407	01-19-5110	EMPLOYER FICA/MEDICARE	12,407
26,224	01-19-5120	EMPLOYER IMRF	26,224
194	01-19-5140	INSURANCE-GROUP LIFE & AD&D	194
29,028	01-19-5150	INSURANCE-GROUP MEDICAL	29,028
1,789	01-19-5160	INSURANCE-GROUP DENTAL	1,789
650	01-19-5190	INSURANCE-UNEMPLOYMENT COMPENSATION	650
5,000	01-19-5310	R & M-COMMUNICATIONS EQUIPMENT	5,000
1,000	01-19-5320	R & M-DATA PROCESSING EQUIPMENT	1,000
1,000	01-19-5490	INTERGOVERNMENTAL FEES & DUES	1,000
-	01-19-6530	EQUIP. DATA PROCESSING	-
<u>282,597</u>			<u>282,597</u>

FY 2012 APPROPRIATION ORDINANCE

BUDGET	ACCT #	DESCRIPTION	APPROPRIATION
GENERAL FUND--01			
POLICE DEPARTMENT--20			
407,566	01-20-5020	WAGES-FULL TIME SALARIED	407,566
2,300,570	01-20-5025	WAGES-FULL TIME HOURLY	2,300,570
109,824	01-20-5030	WAGES-PART TIME HOURLY	109,824
230,000	01-20-5040	WAGES-OVERTIME 1.5X	230,000
20,000	01-20-5065	TUITION REIMBURSEMENT	20,000
1,052,504	01-20-5080	POLICE PENSION CONTRIBUTION	1,052,504
15,000	01-20-5099	OTHER COMPENSATION	15,000
61,665	01-20-5110	EMPLOYER FICA/MEDICARE	61,665
25,998	01-20-5120	EMPLOYER IMRF	25,998
2,093	01-20-5140	INSURANCE-GROUP LIFE & AD&D	2,093
411,047	01-20-5150	INSURANCE-GROUP MEDICAL	411,047
27,301	01-20-5160	INSURANCE-GROUP DENTAL	27,301
3,000	01-20-5170	INSURANCE-SUPPLEMENTAL VISION	3,000
11,000	01-20-5190	INSURANCE-UNEMPLOYMENT COMPENSATION	11,000
500	01-20-5280	MEDICAL	500
1,800	01-20-5299	OTHER PROFESSIONAL SERVICES	1,800
26,000	01-20-5310	R & M-COMMUNICATIONS EQUIPMENT	26,000
-	01-20-5320	R & M-DATA PROCESSING EQUIPMENT	-
6,000	01-20-5340	R & M-POLICE EQUIPMENT	6,000
2,500	01-20-5350	R & M-OFFICE EQUIPMENT	2,500
6,500	01-20-5380	R & M-VEHICLES	6,500
500	01-20-5399	R & M-OTHER EQUIPMENT	500
150	01-20-5410	ADVERTISING & LEGAL PUBLICATION	150
200	01-20-5460	EQUIPMENT RENTAL	200
16,500	01-20-5490	INTERGOVERNMENTAL FEES & DUES	16,500
325	01-20-5515	LAUNDRY SERVICES	325
5,000	01-20-5540	PRINTING & COPYING SERVICES	5,000
1,000	01-20-5550	PROFESSIONAL ASSOCIATIONS	1,000
20,000	01-20-5560	PURCHASED PROGRAM SERVICES	20,000
12,325	01-20-5590	TRAINING	12,325
5,500	01-20-5605	AMMUNITION & RANGE SUPPLIES	5,500
500	01-20-5610	AWARDS	500
1,000	11-20-5615	BOOKS & PUBLICATIONS	1,000
500	01-20-5620	COMPUTER SUPPLIES	500
1,500	01-20-5625	CONCESSIONS & FOOD	1,500
500	01-20-5630	COPIER SUPPLIES	500
200	01-20-5650	FUEL	200
3,000	01-20-5670	OFFICE SUPPLIES	3,000
2,500	01-20-5675	POLICE SUPPLIES	2,500
200	01-20-5680	POSTAGE	200
3,500	01-20-5690	PROGRAM SUPPLIES	3,500
100	01-20-5720	STATIONERY	100
15,000	01-20-5765	UNIFORMS	15,000
500	01-20-5799	OTHER MATERIALS & SUPPLIES	500
1,000	01-20-5810	CONFERENCE & MEETING REGISTRATION	1,000
500	01-20-5820	LOCAL MILEAGE,PARKING & TOLLS	500
2,000	01-20-5830	LODGING	2,000
1,000	01-20-5840	MEALS	1,000
500	01-20-5850	PURCHASED TRANSPORTATION	500
<u>4,816,368</u>			<u>4,816,368</u>

FY 2012 APPROPRIATION ORDINANCE

BUDGET	ACCT #	DESCRIPTION	APPROPRIATION
GENERAL FUND--01			
FIRE DEPARTMENT-25			
104,635	01-25-5020	WAGES-FULL TIME SALARIED	104,635
1,960,812	01-25-5025	WAGES-FULL TIME HOURLY	1,960,812
313,693	01-25-5040	WAGES-OVERTIME 1.5X	313,693
10,192	01-25-5065	TUITION REIMBURSEMENT	10,192
554,919	01-25-5080	PENSION-REGULAR	554,919
36,474	01-25-5110	EMPLOYER FICA/MEDICARE	36,474
1,523	01-25-5140	INSURANCE-GROUP LIFE & AD&D	1,523
307,269	01-25-5150	INSURANCE-GROUP MEDICAL	307,269
20,513	01-25-5160	INSURANCE-GROUP DENTAL	20,513
7,100	01-25-5190	INSURANCE-UNEMPLOYMENT COMPENSATION	7,100
23,750	01-25-5199	OTHER BENEFITS	23,750
9,000	01-25-5280	MEDICAL	9,000
5,000	01-25-5305	R & M-BUILDINGS	5,000
3,500	01-25-5310	R & M-COMMUNICATIONS EQUIPMENT	3,500
5,000	01-25-5330	R & M-FIRE & EMS EQUIPMENT	5,000
3,000	01-25-5350	R & M-OFFICE EQUIPMENT	3,000
200	01-25-5380	R & M-VEHICLES	200
5,000	01-25-5399	R & M-OTHER EQUIPMENT	5,000
8,000	01-25-5490	INTERGOVERNMENTAL FEES & DUES	8,000
4,700	01-25-5510	JANITORIAL	4,700
250	01-25-5540	PRINTING & COPYING SERVICES	250
772	01-25-5550	PROFESSIONAL ASSOCIATIONS	772
24,000	01-25-5560	PURCHASED PROGRAM SERVICES	24,000
2,000	01-25-5590	TRAINING	2,000
500	01-25-5615	BOOKS & PUBLICATIONS	500
750	01-25-5620	COMPUTER SUPPLIES	750
200	01-25-5625	CONCESSIONS & FOOD	200
500	01-25-5630	COPIER SUPPLIES	500
9,000	01-25-5640	EMS SUPPLIES	9,000
8,000	01-25-5645	FIREFIGHTING SUPPLIES	8,000
1,000	01-25-5670	OFFICE SUPPLIES	1,000
100	01-25-5680	POSTAGE	100
5,000	01-25-5690	PROGRAM SUPPLIES	5,000
500	01-25-5710	SERVICE & REPAIR PARTS	500
400	01-25-5715	SMALL TOOLS	400
750	01-25-5760	TRAINING SUPPLIES	750
20,000	01-25-5765	UNIFORMS	20,000
1,000	01-25-5810	CONFERENCE & MEETING REGISTRATION	1,000
200	01-25-5820	LOCAL MILEAGE,PARKING & TOLLS	200
2,000	01-25-5830	LODGING	2,000
1,000	01-25-5840	MEALS	1,000
<u>3,462,202</u>			<u>3,462,202</u>

FY 2012 APPROPRIATION ORDINANCE

BUDGET	ACCT #	DESCRIPTION	APPROPRIATION
GENERAL FUND--01			
PUBLIC WORKS-ADMINISTRATION--30			
90,367	01-30-5020	WAGES-FULL TIME SALARIED	90,367
782,085	01-30-5025	WAGES-FULL TIME HOURLY	782,085
18,870	01-30-5035	WAGES-SEASONAL HOURLY	18,870
84,235	01-30-5040	WAGES-OVERTIME 1.5X	84,235
26,400	01-30-5080	PENSION-REGULAR	26,400
66,273	01-30-5110	EMPLOYER FICA/MEDICARE	66,273
153,512	01-30-5120	EMPLOYER IMRF	153,512
1,134	01-30-5140	INSURANCE-GROUP LIFE & AD&D	1,134
176,195	01-30-5150	INSURANCE-GROUP MEDICAL	176,195
10,444	01-30-5160	INSURANCE-GROUP DENTAL	10,444
4,000	01-30-5190	INSURANCE-UNEMPLOYMENT COMPENSATION	4,000
1,500	01-30-5280	MEDICAL	1,500
400	01-30-5299	OTHER PROFESSIONAL SERVICES	400
300	01-30-5310	R & M-COMMUNICATIONS EQUIPMENT	300
4,500	01-30-5350	R & M-OFFICE EQUIPMENT	4,500
250	01-30-5380	R & M-VEHICLES	250
700	00-30-5410	ADVERTISING & LEGAL PUBLICATION	700
12,500	01-30-5510	JANITORIAL	12,500
9,000	01-30-5515	LAUNDRY SERVICES	9,000
250	01-30-5540	PRINTING & COPYING SERVICES	250
400	01-30-5550	PROFESSIONAL ASSOCIATIONS	400
-	01-30-5590	TRAINING	-
300	01-30-5595	UTILITIES LOCATION SERVICES	300
50	01-30-5615	BOOKS & PUBLICATIONS	50
100	01-30-5620	COMPUTER SUPPLIES	100
800	01-30-5630	COPIER SUPPLIES	800
500	01-30-5670	OFFICE SUPPLIES	500
100	01-30-5680	POSTAGE	100
6,000	01-30-5690	PROGRAM SUPPLIES	6,000
2,000	01-30-5700	PROTECTIVE CLOTHING AND EQUIPMENT	2,000
-	01-30-5710	SERVICE & REPAIR PARTS	-
-	01-30-5799	OTHER MATERIALS AND SUPPLIES	-
300	01-30-5810	CONFERENCE & MEETING REGISTRATION	300
100	01-30-5820	LOCAL MILEAGE, PARKING & TOLLS	100
<u>1,453,565</u>			<u>1,453,565</u>
GENERAL FUND--01			
BUILDING MAINTENANCE--31			
35,000	01-31-5305	R & M - BUILDINGS	35,000
500	01-31-5310	R & M-COMMUNICATIONS EQUIPMENT	500
1,500	01-31-5350	R & M-OFFICE EQUIPMENT	1,500
4,000	01-31-5475	FORESTRY & LANDSCAPING SERVICES	4,000
750	01-31-5690	PROGRAM SUPPLIES	750
-	01-31-5710	SERVICE AND REPAIR PARTS	-
-	01-31-5715	SMALL TOOLS	-
5,000	01-31-5770	UTILITIES-VILLAGE BUILDINGS	5,000
<u>46,750</u>			<u>46,750</u>
GENERAL FUND--01			
COMMUTER STATION MAINTENANCE--32			
2,000	01-32-5305	R & M BUILDINGS	2,000
1,500	01-32-5475	FORESTRY & LANDSCAPING SERVICES	1,500
500	01-32-5540	PRINTING AND COPYING SERVICES	500
400	01-32-5690	PROGRAM SUPPLIES	400
<u>4,400</u>			<u>4,400</u>

FY 2012 APPROPRIATION ORDINANCE

BUDGET	ACCT #	DESCRIPTION	APPROPRIATION
GENERAL FUND--01			
FORESTRY--33			
500	01-33-5360	R & M-PUBLIC WORKS EQUIPMENT	500
500	01-33-5460	EQUIPMENT RENTAL	500
180,000	01-33-5475	FORESTRY & LANDSCAPING SERVICES	180,000
1,500	01-33-5550	PROFESSIONAL ASSOCIATIONS	1,500
5,000	01-33-5560	PURCHASED PROGRAM SERVICES	5,000
-	01-33-5580	TELEPHONE-LOCAL,LD,WIRELESS,PAGER	-
100	01-33-5615	BOOKS & PUBLICATIONS	100
31,850	01-33-5655	LANDSCAPING & PLANTING SUPPLIES	31,850
1,500	01-33-5690	PROGRAM SUPPLIES	1,500
200	01-33-5700	PROTECTIVE CLOTHING & EQUIPMENT	200
700	01-33-5710	SERVICE & REPAIR PARTS	700
1,000	01-33-5715	SMALL TOOLS	1,000
1,500	01-33-5765	UNIFORMS	1,500
575	01-33-5810	CONFERENCE & MEETING REGISTRATION	575
50	01-33-5820	LOCAL MILEAGE,PARKING & TOLLS	50
250	01-33-5840	MEALS	250
<u>225,225</u>			<u>225,225</u>
GENERAL FUND--01			
VEHICLE MAINTENANCE--34			
500	01-34-5310	R & M-COMMUNICATIONS EQUIPMENT	500
8,000	01-34-5360	R & M-PUBLIC WORKS EQUIPMENT	8,000
15,000	01-34-5380	R & M-VEHICLES	15,000
1,500	01-34-5399	R & M-OTHER EQUIPMENT	1,500
18,000	01-34-5450	CONTRACT LABOR	18,000
500	01-34-5460	EQUIPMENT RENTAL	500
-	01-34-5515	LAUNDRY SERVICES	-
3,100	01-34-5560	PURCHASED PROGRAM SERVICES	3,100
700	01-34-5590	TRAINING	700
-	01-34-5599	OTHER CONTRACTURAL	-
200	01-34-5615	BOOKS & PUBLICATIONS	200
160,000	01-34-5650	FUEL	160,000
7,000	01-34-5660	LUBRICANTS & FLUIDS	7,000
100	01-34-5680	POSTAGE	100
2,500	01-34-5690	PROGRAM SUPPLIES	2,500
500	01-34-5700	PROTECTIVE CLOTHING & EQUIPMENT	500
65,000	01-34-5710	SERVICE & REPAIR PARTS	65,000
4,000	01-34-5715	SMALL TOOLS	4,000
300	01-34-5765	UNIFORMS	300
-	01-34-5810	CONFERENCE & MEETING REGISTRATION	-
50	01-34-5820	LOCAL MILEAGE,PARKING & TOLLS	50
<u>286,950</u>			<u>286,950</u>
GENERAL FUND--01			
PARKS MAINTENANCE--35			
2,500	01-35-5305	R & M-BUILDINGS	2,500
5,000	01-35-5370	R & M-RECREATION EQUIPMENT	5,000
2,500	01-35-5460	EQUIPMENT RENTAL	2,500
5,000	01-35-5510	JANITORIAL	5,000
2,000	01-35-5560	PURCHASED PROGRAM SERVICES	2,000
500	01-35-5655	LANDSCAPING & PLANTING SUPPLIES	500
5,000	01-35-5690	PROGRAM SUPPLIES	5,000
500	01-35-5710	SERVICE & REPAIR PARTS	500
500	01-35-5715	SMALL TOOLS	500
200	01-35-5765	UNIFORMS	200
15,000	01-35-6350	PARK CONSTRUCTION/IMPROVEMENTS	15,000
<u>38,700</u>			<u>38,700</u>

FY 2012 APPROPRIATION ORDINANCE

BUDGET	ACCT #	DESCRIPTION	APPROPRIATION
GENERAL FUND--01			
STREETS MAINTENANCE--36			
500	01-36-5365	R & M-STREETS AND ALLEYS	500
500	01-36-5450	CONTRACT LABOR	500
500	01-36-5460	EQUIPMENT RENTAL	500
300	01-36-5490	INTERGOVERNMENTAL FEES & DUES	300
1,000	01-36-5540	PRINTING & COPYING SERVICES	1,000
3,000	01-36-5560	PURCHASED PROGRAM SERVICES	3,000
55,000	01-36-5570	STREET LIGHT & TRAFFIC SIGNALS	55,000
1,300	01-36-5590	TRAINING	1,300
500	01-36-5599	OTHER CONTRACTURAL	500
2,000	01-36-5655	LANDSCAPING & PLANTING SUPPLIES	2,000
3,000	01-36-5680	POSTAGE	3,000
11,000	01-36-5690	PROGRAM SUPPLIES	11,000
2,000	01-36-5700	PROTECTIVE CLOTHING & EQUIPMENT	2,000
1,000	01-36-5710	SERVICE & REPAIR PARTS	1,000
400	01-36-5715	SMALL TOOLS	400
8,000	01-36-5730	STREET MATERIALS-AGGREGATE	8,000
13,000	01-36-5735	STREET MATERIALS-BITUMINUM	13,000
90,000	01-36-5745	STREET MATERIALS-SALT & SAND	90,000
18,000	01-36-5750	STREET MATERIALS-SIGNS & BARRICADES	18,000
3,000	01-36-5755	STREET MATERIALS-OTHER	3,000
-	01-36-5765	UNIFORMS	-
240,000	01-36-5775	UTILITIES-PUBLIC WAY	240,000
-	01-36-5799	OTHER MATERIALS & SUPPLIES	-
55,000	01-36-6300	STREET SYSTEM CONSTRUCTION	55,000
<u>509,000</u>			<u>509,000</u>
GENERAL FUND--01			
PARKS & RECREATION-ADMINISTRATIVE-40			
61,572	01-40-5025	WAGES-FULL TIME HOURLY	61,572
71,282	01-40-5035	WAGES-SEASONAL HOURLY	71,282
10,163	01-40-5110	EMPLOYER FICA/MEDICARE	10,163
14,706	01-40-5120	EMPLOYER IMRF	14,706
65	01-40-5140	INSURANCE-GROUP LIFE & AD&D	65
16,084	01-40-5150	INSURANCE-GROUP MEDICAL	16,084
1,141	01-40-5160	INSURANCE-GROUP DENTAL	1,141
1,500	01-40-5190	INSURANCE-UNEMPLOYMENT COMPENSATION	1,500
600	01-40-5280	MEDICAL	600
5,000	01-40-5350	R & M-OFFICE EQUIPMENT	5,000
500	01-40-5370	R & M-RECREATION EQUIPMENT	500
500	01-40-5410	ADVERTISING & LEGAL PUBLICATION	500
250	01-40-5460	EQUIPMENT RENTAL	250
400	01-40-5540	PRINTING & COPYING SERVICES	400
950	01-40-5550	PROFESSIONAL ASSOCIATIONS	950
75,223	01-40-5560	PURCHASED PROGRAM SERVICES	75,223
300	01-40-5590	TRAINING	300
100	01-40-5615	BOOKS & PUBLICATIONS	100
200	01-40-5620	COMPUTER SUPPLIES	200
200	01-40-5625	CONCESSIONS & FOOD	200
400	01-40-5670	OFFICE SUPPLIES	400
4,500	01-40-5680	POSTAGE	4,500
1,500	01-40-5690	PROGRAM SUPPLIES	1,500
150	01-40-5765	UNIFORMS	150
50	01-40-5799	OTHER MATERIALS & SUPPLIES	50
500	01-40-5810	CONFERENCE & MEETING REGISTRATION	500
50	01-40-5820	LOCAL MILEAGE,PARKING & TOLLS	50
50	01-40-5840	MEALS	50
<u>267,936</u>			<u>267,936</u>

FY 2012 APPROPRIATION ORDINANCE

BUDGET	ACCT #	DESCRIPTION	APPROPRIATION
GENERAL FUND--01			
YOUTH RECREATION PROGRAMS--41			
200	01-41-5590	TRAINING	200
2,000	01-41-5690	PROGRAM SUPPLIES	2,000
2,200			2,200
GENERAL FUND--01			
YOUTH SPORTS PROGRAMS-42			
-	01-42-5690	PROGRAM SUPPLIES	-
GENERAL FUND--01			
SUMMER CAMP PROGRAM - 43			
5,000	01-43-5560	PURCHASED PROGRAM SERVICES	5,000
-	01-43-5590	TRAINING	-
1,200	01-43-5690	PROGRAM SUPPLIES	1,200
6,200		TOTAL	6,200
GENERAL FUND--01			
ADULT/TEEN RECREATION PROGRAMS--44			
-	01-44-5690	PROGRAM SUPPLIES	-
GENERAL FUND--01			
ADULT/TEEN SPORTS AND FITNESS PROGRAMS-45			
300	01-45-5690	PROGRAM SUPPLIES	300
GENERAL FUND--01			
RECREATION OUTINGS--46			
21,567	01-46-5560	PURCHASED PROGRAM SERVICES	21,567
-	01-46-5690	PROGRAM SUPPLIES	-
21,567			21,567
GENERAL FUND--01			
COOPERATIVE PROGRAMS--47			
3,375	01-47-5560	PURCHASED PROGRAM SERVICES	3,375
GENERAL FUND--01			
CONTRACT PROGRAMS--48			
30,000	01-48-5450	CONTRACT LABOR	30,000
2,500	01-48-5470	FACILITY RENTAL	2,500
32,500			32,500
GENERAL FUND--01			
COMMUNITY EVENTS--50			
700	01-50-5410	ADVERTISING & LEGAL PUBLICATION	700
-	01-50-5460	EQUIPMENT RENTAL	-
-	01-50-5510	JANITORIAL	-
-	01-50-5540	PRINTING & COPYING SERVICES	-
9,150	01-50-5560	PURCHASED PROGRAM SERVICES	9,150
-	01-50-5599	OTHER CONTRACTUAL	-
-	01-50-5610	AWARDS	-
600	01-50-5625	CONCESSIONS & FOOD	600
1,300	01-50-5690	PROGRAM SUPPLIES	1,300
-	01-50-5799	OTHER MATERIALS & SUPPLIES	-
11,750			11,750

FY 2012 APPROPRIATION ORDINANCE

BUDGET	ACCT #	DESCRIPTION	APPROPRIATION
GENERAL FUND--01			
FOURTH OF JULY EVENTS--52			
400	01-52-5460	EQUIPMENT RENTAL	400
200	01-52-5510	JANITORIAL	200
8,000	01-52-5560	PURCHASED PROGRAM SERVICES	8,000
50	01-52-5610	AWARDS	50
-	01-52-5625	CONCESSIONS & FOOD	-
100	01-52-5690	PROGRAM SUPPLIES	100
<u>8,750</u>			<u>8,750</u>
MOTOR FUEL TAX FUND--11			
-	11-00-5240	ENGINEERING	-
-	11-00-6300	STREET SYSTEM CONSTRUCTION/IMPROVE	-
<u>-</u>			<u>-</u>
CONGRESS PARK TIF FUND			
5,000	14-00-5220	CONSULTING	5,000
5,000	14-00-5270	LEGAL - REVIEW	5,000
<u>10,000</u>			<u>10,000</u>
OGDEN AVE. TIF FUND			
500	15-00-5210	AUDIT	500
5,000	15-00-5220	CONSULTING	5,000
5,000	15-00-5270	LEGAL	5,000
500	15-00-5410	ADVERTISING AND PUBLICATION	500
500	15-00-5599	OTHER CONTRACTUAL	500
<u>11,500</u>			<u>11,500</u>
HOTEL MOTEL TAX FUND - 16			
-	16-00-5220	CONSULTING	-
-	16-00-5410	ADVERTISING AND LEGAL PUBLICATION	-
<u>-</u>			<u>-</u>
DEBT SERVICE FUND--31			
4,200	31-00-7110	PAYING AGENT FEES	4,200
20,000	31-00-7260	PRINCIPAL-SERIES 1998 GO BONDS	20,000
-	31-00-7270	PRINCIPAL-SERIES 1998A GO REFUND BN	-
-	31-00-7280	PRINCIPAL-SERIES 1998B GO REFUND BN	-
19,536	31-00-7300	PRINCIPAL-SERIES 2000A GO BONDS	19,536
-	31-00-7320	PRINCIPAL-2001 FIRE TRUCK INSTALL N	-
320,000	31-00-7330	PRINCIPAL-SERIES 2003 DEBT CERTS	320,000
100,000	31-00-7340	PRINCIPAL-SERIES 2004 DEBT CERTS	100,000
165,000	31-00-7350	PRINCIPAL-SERIES 2004A REFUND BONDS	165,000
45,000	31-00-7360	PRINCIPAL-SERIES 2004B REFUND BONDS	45,000
170,000	31-00-7370	PRINCIPAL -SERIES 2006B GO BONDS	170,000
111,523	31-00-7380	PRINCIPAL PUMPER TRUCK - 2007	111,523
59,469	31-00-7381	PRINCIPAL - SQUAD CAR PURCHASE	59,469
15,561	31-00-7388	PRINCIPAL - GRADER LEASE	15,561
78,467	31-00-7389	INSTALLMENT NOTE - VILLAGE EQUIPMENT	78,467
107,755	31-00-7390	INSTALLMENT NOTE - COMPUTER	107,755
52,055	31-00-7391	INSTALLMENT NOTE - SWEEPER	52,055
7,183	31-00-7660	INTEREST-SERIES 1998 GO BONDS	7,183
-	31-00-7670	INTEREST-SERIES 1998A GO REFUND BN	-
-	31-00-7680	INTEREST-SERIES 1998B GO REFUND BN	-
11,484	31-00-7700	INTEREST-SERIES 2000A GO BONDS	11,484
-	31-00-7720	INTEREST-2001 FIRE TRUCK INSTALL N	-
159,460	31-00-7730	INTEREST-SERIES 2003 DEBT CERTS	159,460
34,250	31-00-7740	INTEREST-SERIES 2004 DEBT CERTS	34,250
5,610	31-00-7750	INTEREST-SERIES 2004A REFUND BONDS	5,610
1,530	31-00-7760	INTEREST-SERIES 2004B REFUND BONDS	1,530
157,966	31-00-7770	INTEREST -SERIES 2006B GO BONDS	157,966
5,088	31-00-7781	INTEREST - SQUAD CAR PURCHASE	5,088

FY 2012 APPROPRIATION ORDINANCE

BUDGET	ACCT #	DESCRIPTION	APPROPRIATION
15,707	31-00-7785	INTEREST AERIAL TRUCK - 2007	15,707
3,775	31-00-7788	INTEREST - GRADER LEASE	3,775
17,000	31-00-7789	INTEREST - INSTALLMENT NOTE VILLAGE EQUIP	17,000
97	31-00-7790	INT INSTALLMENT NOTE - COMPUTER SOFTWARE	97
29	31-00-7791	INT INSTALLMENT NOTE - SWEEPER	29
<u>1,687,745</u>			<u>1,687,745</u>

FY 2012 APPROPRIATION ORDINANCE

BUDGET	ACCT #	DESCRIPTION	APPROPRIATION
<u>SPECIAL ASSESSMENT FUND--32</u>			
-	32-00-5270	LEGAL-REVIEW	-
-	32-00-5410	ADVERTISING & LEGAL PUBLICATION	-
-	32-00-5599	OTHER CONTRACTUAL	-
2,691	32-00-7450	SPECIAL ASSESSMENT PRINCIPAL-324	2,691
3,265	32-00-7460	SPECIAL ASSESSMENT PRINCIPAL-325	3,265
2,896	32-00-7470	SPECIAL ASSESSMENT PRINCIPAL-326	2,896
1,847	32-00-7480	SPECIAL ASSESSMENT PRINCIPAL-327	1,847
2,142	32-00-7490	SPECIAL ASSESSMENT PRINCIPAL-328	2,142
5,074	32-00-7500	SPECIAL ASSESSMENT PRINCIPAL-329	5,074
11,080	32-00-7503	SPECIAL ASSESSMENT PRINCIPAL-353	11,080
8,445	32-00-7504	SPECIAL ASSESSMENT PRINCIPAL-355	8,445
891	32-00-7505	SPECIAL ASSESSMENT PRINCIPAL-357	891
6,176	32-00-7506	SPECIAL ASSESSMENT PRINCIPAL-342	6,176
4,812	32-00-7507	SPECIAL ASSESSMENT PRINCIPAL-341	4,812
4,573	32-00-7508	SPECIAL ASSESSMENT PRINCIPAL-338	4,573
2,530	32-00-7509	SPECIAL ASSESSMENT PRINCIPAL-331	2,530
6,565	32-00-7510	SPECIAL ASSESSMENT PRINCIPAL-330	6,565
4,830	32-00-7511	SPECIAL ASSESSMENT PRINCIPAL-332	4,830
6,909	32-00-7512	SPECIAL ASSESSMENT PRINCIPAL-334	6,909
4,910	32-00-7513	SPECIAL ASSESSMENT PRINCIPAL-335	4,910
5,444	32-00-7514	SPECIAL ASSESSMENT PRINCIPAL-336	5,444
8,930	32-00-7515	SPECIAL ASSESSMENT PRINCIPAL-344	8,930
4,978	32-00-7516	SPECIAL ASSESSMENT PRINCIPAL-350	4,978
9,436	32-00-7517	SPECIAL ASSESSMENT PRINCIPAL-339	9,436
8,038	32-00-7518	SPECIAL ASSESSMENT PRINCIPAL-351	8,038
9,802	32-00-7519	SPECIAL ASSESSMENT PRINCIPAL-352	9,802
5,172	32-00-7520	SPECIAL ASSESSMENT PRINCIPAL-352	5,172
10,851	32-00-7521	SPECIAL ASSESSMENT PRINCIPAL-356	10,851
-	32-00-7800	SPECIAL ASSESSMENT INT 320	-
-	32-00-7840	SPECIAL ASSESSMENT INT 323	-
317	32-00-7850	SPECIAL ASSESSMENT INT 324	317
667	32-00-7860	SPECIAL ASSESSMENT INT 325	667
1,317	32-00-7870	SPECIAL ASSESSMENT INT 326	1,317
728	32-00-7880	SPECIAL ASSESSMENT INT 327	728
725	32-00-7890	SPECIAL ASSESSMENT INT 328	725
1,284	32-00-7900	SPECIAL ASSESSMENT INT 329	1,284
5,034	32-00-7902	SPECIAL ASSESSMENT INT 353	5,034
4,032	32-00-7903	SPECIAL ASSESSMENT INT 355	4,032
885	32-00-7904	SPECIAL ASSESSMENT INT 357	885
3,997	32-00-7905	SPECIAL ASSESSMENT INT 344	3,997
2,337	32-00-7906	SPECIAL ASSESSMENT INT 342	2,337
2,309	32-00-7907	SPECIAL ASSESSMENT INT 341	2,309
2,098	32-00-7908	SPECIAL ASSESSMENT INT 338	2,098
722	32-00-7909	SPECIAL ASSESSMENT INT 331	722
2,415	32-00-7910	SPECIAL ASSESSMENT INT 330	2,415
1,958	32-00-7911	SPECIAL ASSESSMENT INT 332	1,958
2,790	32-00-7912	SPECIAL ASSESSMENT INT 334	2,790
1,606	32-00-7913	SPECIAL ASSESSMENT INT 335	1,606
1,759	32-00-7914	SPECIAL ASSESSMENT INT 336	1,759
3,909	32-00-7915	SPECIAL ASSESSMENT INT 339	3,909
3,352	32-00-7916	SPECIAL ASSESSMENT INT 350	3,352
2,995	32-00-7918	SPECIAL ASSESSMENT INT 351	2,995
3,705	32-00-7919	SPECIAL ASSESSMENT INT 352	3,705
1,964	32-00-7920	SPECIAL ASSESSMENT INT 354	1,964
2,856	32-00-7921	SPECIAL ASSESSMENT INT 356	2,856
<u>198,048</u>			<u>198,048</u>
<u>EQUIPMENT REPLACEMENT FUND--41</u>			
60,000	41-00-6570	EQUIPMENT-PUBLIC SAFETY	60,000
-	41-00-6580	EQUIPMENT-VEHICLES	-
<u>60,000</u>			<u>60,000</u>

FY 2012 APPROPRIATION ORDINANCE

BUDGET	ACCT #	DESCRIPTION	APPROPRIATION
INFRASTRUCURE PROJECT FUND--42			
185,750	42-00-5240	ENGINEERING	185,750
15,000	42-00-5299	OTHER PROFESSIONAL SERVICES	15,000
774,100	42-00-6300	STREET SYSTEM CONSTRUCTION/IMPROVEME	774,100
<u>974,850</u>			<u>974,850</u>
EHLERT PARK PROJECT FUND			
-	43-00-5299	OTHER PROFESSIONAL SERVICES	-
30,000	43-00-5220	CONSULTING	30,000
643,765	43-00-6350	PARK CONSTRUCTION/IMPROVEMENTS	643,765
<u>673,765</u>			<u>673,765</u>
WATER AND SEWER FUND--61			
ADMINISTRATIVE DEPARTMENT--61			
49,521	61-61-5020	WAGES-FULL TIME SALARIED	49,521
302,764	61-61-5025	WAGES-FULL TIME HOURLY	302,764
49,200	61-61-5040	WAGES-OVERTIME 1.5x	49,200
30,714	61-61-5110	EMPLOYER FICA/MEDICARE	30,714
71,143	61-61-5120	EMPLOYER IMRF	71,143
62	61-61-5140	INSURANCE-GROUP LIFE & AD&D	62
16,084	61-61-5150	INSURANCE-GROUP MEDICAL	16,084
1,141	61-61-5160	INSURANCE-GROUP DENTAL	1,141
700	61-61-5190	INSURANCE-UNEMPLOYMENT COMPENSATION	700
-	61-61-5230	DATA PROCESSING	-
-	61-61-5270	LEGAL-REVIEW	-
500	61-61-5320	R & M-DATA PROCESSING EQUIPMENT	500
500	61-61-5410	ADVERTISING & LEGAL PUBLICATION	500
110,065	61-61-5520	LIABILITY INSURANCE	110,065
3,000	61-61-5540	PRINTING AND COPYING SERVICES	3,000
1,000	61-61-5590	TRAINING	1,000
500	61-61-5599	OTHER CONTRACTUAL	500
200	61-61-5670	OFFICE SUPPLIES	200
5,500	61-61-5680	POSTAGE	5,500
1,500	61-61-7110	PAYING AGENT FEES	1,500
140,000	61-61-7370	PRINCIPAL SERIES 2006A GO BONDS	140,000
185,000	61-61-7383	PRINCIPAL SERIES 2009 GO BONDS	185,000
114,154	61-61-7740	INTEREST SERIES 2006 A BONDS	114,154
53,705	61-61-7783	INTEREST SERIES 2009 BONDS	53,705
<u>1,136,953</u>			<u>1,136,953</u>
WATER AND SEWER FUND--61			
COST OF WATER SALES--62			
-	61-62-5025	WAGES-FULL TIME HOURLY	-
6,310	61-62-5110	EMPLOYER FICA/MEDICARE	6,310
-	61-62-5120	EMPLOYER IMRF	-
62	61-62-5140	INSURANCE-GROUP LIFE & AD&D	62
16,084	61-62-5150	INSURANCE-GROUP MEDICAL	16,084
1,141	61-62-5160	INSURANCE-GROUP DENTAL	1,141
585	61-62-5190	INSURANCE-UNEMPLOYMENT COMPENSATION	585
83,000	61-62-5240	ENGINEERING	83,000
-	61-62-5305	R & M-BUILDING	-
-	61-62-5380	R & M - VEHICLES	-
22,350	61-62-5390	R & M-WATER SYSTEM EQUIPMENT	22,350
207,544	61-62-5441	WATER UTILITY TAXES	207,544
1,000	61-62-5399	R & M - OTHER EQUIPMENT	1,000
-	61-62-5460	EQUIPMENT RENTAL	-
6,000	61-62-5490	INTERGOVERNMENTAL FEES AND DUES	6,000
-	61-62-5515	LAUNDRY SERVICES	-
75	61-62-5550	PROFESSIONAL ASSOCIATIONS	75
18,038	61-62-5560	PURCHASED PROGRAM SERVICES	18,038
500	61-62-5590	TRAINING	500
3,000	61-62-5595	UTILITIES LOCATION SERVICES	3,000
30,000	61-62-5650	FUEL	30,000
3,000	61-62-5655	LANDSCAPE AND PLANTING SUPPLIES	3,000
500	61-62-5660	LUBRICANT & FLUIDS	500

FY 2012 APPROPRIATION ORDINANCE

BUDGET	ACCT #	DESCRIPTION	APPROPRIATION
1,000	61-62-5690	PROGRAM SUPPLIES	1,000
350	61-62-5700	PROTECTIVE CLOTHING AND EQUIPMENT	350
-	61-62-5710	SERVICE & REPAIR PARTS	-
350	61-62-5715	SMALL TOOLS	350
6,000	61-62-5730	STREET MATERIALS-AGGREGATE	6,000
7,000	61-62-5735	STREET MATERIALS-BITUMINUM	7,000
500	61-62-5740	STREET MATERIALS-MANHOLES/STRUCT	500
-	61-62-5765	UNIFORMS	-
2,441,445	61-62-5780	WATER PURCHASES	2,441,445
10,000	61-62-5785	WATER SYSTEM SUPPLIES	10,000
4,000	61-62-5790	WATER SYTEM REPAIR PARTS	4,000
500	61-62-5799	OTHER MATERIALS & SUPPLIES	500
1,078,800	61-62-6450	WATER SYSTEM CONSTRUCTION/IMPROVE	1,078,800
3,949,134			3,949,134
WATER AND SEWER FUND--61			
COST OF SALES-SEWER--63			
		CONTRACTUAL SERVICES	
-	61-63-5500	ISP'S & DATA SERVICES	-
-	61-63-6450	WATER SYSTEM CONSTRUCTION/IMPROVE	-
-			-
GARBAGE FUND--62			
49,521	62-61-5020	WAGES-FULL TIME SALARIED	49,521
24,458	62-61-5025	WAGES-FULL TIME HOURLY	24,458
5,659	62-61-5110	EMPLOYER FICA/MEDICARE	5,659
13,109	62-61-5120	EMPLOYER IMRF	13,109
125	62-61-5140	INSURANCE-GROUP LIFE & AD&D	125
11,486	62-61-5150	INSURANCE-GROUP MEDICAL	11,486
730	62-61-5160	INSURANCE-GROUP DENTAL	730
200	62-61-5190	INSURANCE-UNEMPLOYMENT COMPENSATION	200
1,713,087	62-61-5480	GARBAGE AND RECYCLING	1,713,087
33,271	62-61-5520	LIABILITY INSURANCE	33,271
1,851,646			1,851,646
POLICE PENSION FUND--81			
1,339,723	81-00-5080	PENSION-REGULAR	1,339,723
57,241	81-00-5085	PENSION-SPOUSE/DEPENDENT	57,241
43,172	81-00-5095	PENSION-REFUNDS	43,172
45,000	81-00-5220	CONSULTING	45,000
5,000	81-00-5270	LEGAL-REVIEW	5,000
-	81-00-5299	OTHER PROFESSIONAL SERVICES	-
2,800	81-00-5490	INTERGOVERNMENTAL FEES AND DUES	2,800
1,500	81-00-5550	PROFESSIONAL ASSOCIATIONS	1,500
1,500	81-00-5810	CONFERENCE AND MEETING REGISTRATION	1,500
500	81-00-5830	LODGING	500
1,496,436			1,496,436
FIREFIGHTER'S PENSION FUND--81			
512,667	82-00-5080	PENSION-REGULAR	512,667
91,224	82-00-5085	PENSION-SPOUSE/DEPENDENT	91,224
36,439	82-00-5090	PENSION-DISABILITY	36,439
-	82-00-5090	PENSION-REFUNDS	-
38,582	82-00-5220	CONSULTING	38,582
4,000	82-00-5270	LEGAL-REVIEW	4,000
29,870	82-00-5299	OTHER PROFESSIONAL SERVICES	29,870
1,725	82-00-5490	INTERGOVERNMENTAL FEES AND DUES	1,725
100	82-00-5550	PROFESSIONAL ASSOCIATIONS	100
200	82-00-5590	TRAINING	200
100	82-00-5599	OTHER CONTRACTUAL	100
300	82-00-5810	CONFERENCE AND MEETING REGISTRATION	300
150	82-00-5820	LOCAL MILEAGE, PARKING & TOLLS	150
715,357			715,357

RESOLUTION No. 2011-04

2011 APPROPRIATION
AND TAX LEVY RESOLUTION
BOARD OF LIBRARY TRUSTEES
VILLAGE OF BROOKFIELD
COOK COUNTY, ILLINOIS

BE IT RESOLVED by the President and Board of Library Trustees of the Village of Brookfield, Cook County, Illinois as follows:

Section 1: That the following sums of money, or as much thereof as may be authorized by law, be levied for the purposes of the Board of Library Trustees of the Village of Brookfield, as hereinafter specified:

ACCOUNT #	DESCRIPTION	APPROPRIATED	LEVIED
5000	Personnel, other	\$ 5,000.00	\$ 5,000.00
5010	Salaries, Operating	\$ 500,000.00	\$ 500,000.00
5020	Salaries, Part Time	\$ 205,000.00	\$ 205,000.00
5030	Med. Benefit Insurance	\$ 130,000.00	\$ 130,000.00
5051	Illinois Unemployment Ins.	\$ 4,200.00	\$ 4,200.00
5560	Payroll Expenses	\$ 5,000.00	\$ 5,000.00
6010	Books	\$ 115,000.00	\$ 115,000.00
6020	Periodicals	\$ 23,000.00	\$ 23,000.00
6030	Audiovisual Materials	\$ 47,000.00	\$ 47,000.00
6040	Electronic Databases	\$ 79,000.00	\$ 75,000.00
7010	Professional Associations	\$ 4,000.00	\$ 4,000.00
7020	Co-Worker Services	\$ 10,000.00	\$ 10,000.00
7030	Continuing Education	\$ 27,500.00	\$ 27,500.00
7040	Professional Services	\$ 38,000.00	\$ 38,000.00
7050	Insurance-General	\$ 25,000.00	\$ 25,000.00
7060	Maintenance-Office Equip.	\$ 100,000.00	\$ 100,000.00
7070	Printing and Publications	\$ 19,000.00	\$ 19,000.00
7080	Telephone	\$ 15,000.00	\$ 15,000.00
7090	Office Supplies	\$ 16,000.00	\$ 16,000.00
7091	Tech Services Equipment	\$ 2,000.00	\$ 2,000.00
7092S	Tech Services Supplies	\$ 9,000.00	\$ 9,000.00
7092P	Tech Services Processing	\$ 5,000.00	\$ 5,000.00
7093	Circulation Serv Supplies	\$ 5,000.00	\$ 5,000.00
7100	Postage	\$ 12,000.00	\$ 12,000.00
7110	Programming	\$ 28,000.00	\$ 28,000.00
7120	Public Relations	\$ 7,000.00	\$ 7,000.00
7130	Gifts Given	\$ 1,500.00	\$ 1,500.00
7140	Contingency	\$ 25,000.00	\$ 25,000.00
8000	Capital Expenses	\$ 275,000.00	\$ 195,000.00
8050	Capital Projects	\$ 200,000.00	\$ 250,000.00
8060	Grant Funds	\$ 100,000.00	\$ -
TOTAL OPERATING		\$ 2,037,200.00	\$ 1,903,200.00

BE IT FURTHER RESOLVED that an additional levy for the library's portion of the Illinois Municipal Retirement Fund on behalf of the library's employees be made as follows:

ACCOUNT #	DESCRIPTION	APPROPRIATED	LEVIED
5040	IMRF	\$ 90,000.00	\$ 90,000.00

BE IT FURTHER RESOLVED that an additional levy for the library's portion of the Federal Insurance Contributions Act on behalf of the library's employees be made as follows:

ACCOUNT #	DESCRIPTION	APPROPRIATED	LEVIED
5050	FICA	\$ 55,000.00	\$ 55,000.00

BE IT FURTHER RESOLVED that an additional levy for a .02% Site and Building Maintenance Fund be levied as follows:

ACCOUNT #	DESCRIPTION	APPROPRIATED	LEVIED
8010	Computers	\$ 26,000.00	\$ 26,000.00
8020	Photocopiers	\$ 10,000.00	\$ 10,000.00
8030	Maintenance-Building	\$ 50,000.00	\$ 50,000.00
8040	Capital Improvement	\$ 9,000.00	\$ 9,000.00
TOTAL BUILDING MAINTENANCE		\$ 95,000.00	\$ 95,000.00

BE IT FURTHER RESOLVED that an additional levy for the library's Special Reserve be levied as follows:

ACCOUNT #	DESCRIPTION	APPROPRIATED	LEVIED
9100	Special Reserve	\$ 450,000.00	\$0.00

TOTAL ALL FUNDS	\$ 2,727,200.00	\$ 2,143,200.00
------------------------	------------------------	------------------------

Section 2: BE IT FURTHER RESOLVED, that all unexpended balances of proceeds received annually from public library taxes not in excess of statutory limits may be transferred to the Special Reserve Fund previously established in accordance with 75 ILCS 5/5-8, this Fund having been established for capital projects as limited by statute, and the amounts shall be transferred to this Fund as directed by the Board of Library Trustees.

BE IT FURTHER RESOLVED to develop and adopt a plan or plans pursuant to this article. Such plan or plans subsequently may be amended as circumstances may require.

Section 3: BE IT FURTHER RESOLVED, that the Secretary is hereby directed to file a certified copy of this resolution with the Board of Trustees of the Village of Brookfield in the next annual Appropriation Ordinance and Levy Ordinance of the Village of Brookfield.

Adopted this 26th day of October, 2011, pursuant to a roll-call vote as follows:

AYES: DUNER, KISTANE, KOWIAK, PERRY, SWEET, TARKER

NAYS: N/A

ABSENT: STEVANOVICH

Approved by me this 26th day of October, 2011.

Dianne Duner
Dianne Duner, President

ATTEST:

Jennifer Perry
Jennifer Perry, Secretary

SECTION 4: That all ordinances or parts of ordinances conflicting with any provisions of this ordinance be and the same are hereby repealed.

SECTION 5: That if any item, or portion thereof, of this appropriation ordinance is for any reason held invalid, such invalidity shall not affect the validity of the remaining portion of such items or the remaining portion of this ordinance.

SECTION 6: That this ordinance shall be in full force and effect from and after its passage, approval and publication as provided by law.

ADOPTED this 9th day of January, 2012 by the Board of Trustees of the Village of Brookfield, Cook County, Illinois.

AYES: _____

NAYS: _____

ABSENT: _____

ABSTENTION: _____

APPROVED this 9th day of January, 2012.

Michael J. Garvey, President of
Village of Brookfield, Cook County, Illinois

ATTESTED and filed in my office,
and published in pamphlet form
this 9th day of January 2012.

Brigid Weber, Clerk of the Village
of Brookfield, Cook County, Illinois

CERTIFIED ESTIMATE OF REVENUES BY SOURCE

VILLAGE OF BROOKFIELD, ILLINOIS

The undersigned, Chief Fiscal Officer of the Village of Brookfield, Cook County, Illinois, does hereby certify that the estimate of revenues by source, and anticipated to be received by said taxing district, attached hereto is a true statement of said estimate.

This certification is made and filed pursuant to the requirements of Public Act 83-881 and on behalf of the Village of Brookfield, Cook County, Illinois. This certification must be filed within thirty days after the adoption of the Appropriation Ordinance.

DATED this 9th day of January, 2012.

Riccardo F. Ginex
Village Manager

FILED this _____ day of January, 2012

County Clerk

VILLAGE OF BROOKFIELD
ESTIMATED REVENUES-ALL FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2012

	01	11	14	15	16	31	41	42	43	61	62	81	82	32	Library Fund (all funds)	Total All Funds
	General Fund	Motor Fuel Tax Fund	Congress Park TIF	Ogden Ave. TIF	Hotel/Motel tax	Debt Service Fund	Equipment Rplcmt. Fund	Infra-structure Project Fund	Jaycee Ehler Project Fund	Water and Sewer Fund	Garbage Fund	Police Pension Fund	Firefighters Pension Fund	Special Asst. Fund		
Revenues																
Property taxes	\$ 7,860,418	-	\$ 2,000	\$ 30,000	-	\$ 228,813	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,143,200	\$ 10,264,431
Other Local Taxes	1,652,634	-	-	-	11,000	-	-	-	-	-	-	-	-	-	-	1,663,634
E-911 Taxes	206,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	206,000
Intergovernmental	3,028,674	475,000	-	-	-	-	-	-	-	-	-	-	-	-	-	3,503,674
Licenses Permits and Fees	1,058,405	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,058,405
Charges for Services	480,577	-	-	-	-	-	-	-	-	5,057,160	1,929,800	-	-	-	-	7,467,537
Recreation Programs	133,750	-	-	-	-	-	-	-	-	-	-	-	-	-	-	133,750
Rent	34,700	-	-	-	-	-	-	-	-	-	-	-	-	-	-	34,700
Fines	326,050	-	-	-	-	-	-	-	-	81,500	-	-	-	-	-	407,550
Other Governmental Revenues	15,000	-	-	-	-	-	-	-	678,000	-	-	-	-	-	-	693,000
Interest	8,030	600	-	700	-	1,800	-	-	-	3,010	3,000	323,275	800,000	950	-	1,141,365
Reimbursements	118,100	-	-	-	-	-	-	30,000	-	-	-	-	-	-	-	148,100
Pension Contributions	-	-	-	-	-	-	-	-	-	-	-	1,294,480	717,601	-	-	2,012,081
Special Assessment Revenues	-	-	-	-	-	-	-	-	-	-	-	-	-	198,047	-	198,047
Other Revenue	3,900	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3,900
Total Estimated Revenues	14,926,238	475,600	2,000	30,700	11,000	230,613	-	30,000	678,000	5,141,670	1,932,800	1,617,755	1,517,601	198,997	2,143,200	28,936,174

CERTIFICATION OF APPROPRIATION ORDINANCE

VILLAGE OF BROOKFIELD, ILLINOIS

The undersigned, duly elected and qualified Clerk of the Village of Brookfield, Cook County, Illinois, does hereby certify that the attached hereto is a true and correct copy of the Appropriation Ordinance of said village for the fiscal year beginning January 1, 2012 and ending on December 31, 2012, as adopted January 9th, 2012.

This certification is made and filed pursuant to the requirements of Public Act 83-881 and on behalf of the Village of Brookfield, Cook County, Illinois. This certification must be filed within thirty days after the adoption of the Appropriation Ordinance.

DATED this 9th day of January, 2012

Brigid Weber
Village Clerk

FILED this _____ day of January, 2012

County Clerk



Village of Brookfield

8820 Brookfield Avenue • Brookfield, Illinois 60513-1688
(708) 485-7344 • FAX (708) 485-4971
www.brookfieldil.gov

VILLAGE PRESIDENT
Michael J. Garvey

VILLAGE CLERK
Brigid Weber

BOARD OF TRUSTEES
Catherine A. Colgrass-Edwards
Ryan P. Evans
C.P. Hall, II
Kit P. Ketchmark
Brian S. Oberhauser
Michael A. Towner

VILLAGE MANAGER
Riccardo F. Ginex

MEMBER OF
Illinois Municipal League
Proviso Township
Municipal League
West Central
Municipal Conference

TREE CITY U.S.A. Since 1981

HOME OF THE CHICAGO
ZOOLOGICAL SOCIETY

VILLAGE OF BROOKFIELD
BROOKFIELD, ILLINOIS 60513

BROOKFIELD VILLAGE BOARD MEETING AGENDA

Monday, January 9, 2012
6:30 P.M.

Edward Barcal Hall
8820 Brookfield Avenue
Brookfield, IL 60513

- I. OPENING CEREMONIES: Pledge of Allegiance to the Flag
- II. Roll Call
- III. Appointments and Presentations
Eagle Scout Certificate of Achievement – Zack Harry
- IV. PUBLIC COMMENT – LIMITED TO ITEMS ON OMNIBUS AND NEW BUSINESS ON TONIGHT'S AGENDA
- V. OMNIBUS AGENDA
 - A. **Approval of Minutes:** Village Board Meeting Monday, December 12, 2011; Committee of the Whole Meeting, Monday, December 12, 2011

Individuals with a disability requiring a reasonable accommodation in order to participate in any meeting should contact the Village of Brookfield (708)485-7344 prior to the meeting. Wheelchair access may be gained through the police department (East) entrance of the Village Hall.

VI. REPORTS OF SPECIAL COMMITTEES

Trustee Hall	Chamber of Commerce
Trustee Oberhauser	Conservation, Special Events
Trustee Edwards	Recreation, Plan Commission, Senior Liaison
Trustee Ketchmark	Administration, Public Safety, Zoning
Trustee Towner	Public Works, Finance <ul style="list-style-type: none">○ Corporate Warrant #987, 988○ Recreation Warrant #264,265
Trustee Evans	Beautification, Library
President Garvey	Economic Development, Brookfield Zoo, WCMC

VII. New Business

- A. Ordinance 2012-01** – An Ordinance Appropriating for all Corporate Purposes for the Village of Brookfield, Cook County, Illinois for the Fiscal Year beginning January 1, 2012 and ending December 31, 2012
- B. Ordinance 2012-02** – An Ordinance Amending Section 02-14 of Chapter 2 entitled "Administration" of the Code of Ordinances of the Village of Brookfield, Cook County, Illinois, providing for Emergency Interim Executive Succession
- C. Ordinance 2012-03** - An Ordinance Amending Section 02-29 of Chapter 2 Entitled "Administration" of the Code of Ordinances of the Village of Brookfield, Cook County, Illinois, Providing for the Emergency Powers of the President
- D. Ordinance 2012-04** – An Ordinance Adopting a Personnel Manual for the Village of Brookfield
- E. Ordinance 2012-05** – An Ordinance Authorizing the Acceptance of a Proposal from All Information Services, Inc., for the Purchase and Procurement of Computer Hardware and Installation, Maintenance and Support Services for the Village of Brookfield, Illinois

VIII. Managers Report

IX. Executive Session – Litigation and Land Acquisition

X. Adjournment

Individuals with a disability requiring a reasonable accommodation in order to participate in any meeting should contact the Village of Brookfield (708)485-7344 prior to the meeting. Wheelchair access may be gained through the police department (East) entrance of the Village Hall.



*The Village of Brookfield
Board of Trustees
Congratulates and Commends*

*Zack Harry
Boy Scout Troop 90*

On the achievement of the rank of Eagle Scout

Presented January 9, 2012



Michael J. Garvey, President

VILLAGE OF BROOKFIELD
BROOKFIELD, ILLINOIS 60513

JOURNAL OF THE PROCEEDINGS OF THE PRESIDENT AND THE BOARD OF TRUSTEES
AT A REGULAR VILLAGE BOARD MEETING

HELD ON MONDAY, DECEMBER 12, 2011
IN THE BROOKFIELD MUNICIPAL BUILDING

MEMBERS PRESENT: President Michael Garvey, Trustees Catherine Edwards, Ryan Evans, C.P. Hall, Kit P. Ketchmark, Brian Oberhauser and Michael Towner. Village Clerk Brigid Weber.

MEMBERS ABSENT: None

ALSO PRESENT: Village Manager Riccardo F. Ginex, Assistant Village Manager Keith Sbiral and Village Attorney Richard Ramello

OTHERS PRESENT: None

On Monday, December 12, 2011, President Michael Garvey called the Village Board of Trustees meeting to order at 6:31 P.M. and led the Pledge of Allegiance to the Flag.

APPOINTMENTS AND PRESENTATIONS

Proclamation – National Drunk and Drugged Driving Prevention Month, December 2011

Brookfield Women's Club Presentation – Presented donations to various Village Departments, Commissions and the Historical Society.

PUBLIC COMMENT

OMNIBUS AGENDA

Ordinance 2011-72 – An Ordinance for the Levy of Taxes for All Corporate Purposes for the Village of Brookfield, Cook County, Illinois for the Fiscal Year Beginning January 1, 2011 and ending December 31, 2011

Ordinance 2011-73 – An Ordinance for the Levy and Assessment of Taxes for the Fiscal Year beginning January 1, 2011 and ending December 31, 2011 in and for the Village of Brookfield, Special Service Area Number Four

Ordinance 2011-74 - An Ordinance for the Levy and Assessment of Taxes for the Fiscal Year beginning January 1, 2011 and ending December 31, 2011 in and for the Village of Brookfield, Special Service Area Number Six

Ordinance 2011-75 - An Ordinance for the Levy and Assessment of Taxes for the Fiscal Year beginning January 1, 2011 and ending December 31, 2011 in and for the Village of Brookfield, Special Service Area Number Seven

Ordinance 2011-76 – An Ordinance Authorizing Transfers within the Annual Appropriation Ordinance for the year beginning January 1, 2011 and ending December 31, 2011 for the Village of Brookfield, Cook County, Illinois

Resolution 2011-863 – A Resolution Directing the County Clerk to Calculate Separate Limiting Rates for the 2011 Tax Year of the Village of Brookfield, Illinois

Resolution 2011-864 – A Resolution Adopting the Fiscal Year 2012 Annual Budget for the Village of Brookfield, IL

Resolution 2011-861 – A Resolution Authorizing the Adoption of a Cafeteria Plan for the Village of Brookfield, Illinois

Resolution 2011-865 – A Resolution Adopting a Playground and Recreation Board Policy for Fees and Deposits for the use of Picnic Areas of the Village of Brookfield, Illinois

Approval of Minutes: Village Board Meeting Monday, November 14, 2011; Committee of the Whole Meeting, Monday, November 14, 2011; Village Board Meeting Monday, November 28, 2011; Committee of the Whole Meeting, Monday, November 28, 2011

Motion by Trustee Towner, seconded by Trustee Oberhauser, to approve the Omnibus Agenda of the December 12, 2011 Regular Village Board meeting as presented. Upon roll call the motion carried as follows: Ayes: Trustees Edwards, Evans, Hall, Ketchmark, Oberhauser and Towner. Nays: None. Absent: None.

REPORTS OF SPECIAL COMMITTEES

Chamber of Commerce – Trustee Hall

- ☉ Success of holiday events
- ☉ December 15, 2011 Board Meeting at Library
- ☉ December 22, 2011 – After Hours at Le Grand Décor
- ☉ January 19, 2012 – Installation of Officers Dinner at Discovery Center

Conservation and Special Events – Trustee Oberhauser

- ☉ Conservation Commission: To meet later in December
- ☉ Special Events: No meeting

Recreation, Plan Commission and Seniors Liaison - Trustee Edwards

- ☉ Recreation: Board: Scheduled to meet Tuesday, December 13, 2011
- ☉ Plan Commission:
- ☉ Senior Liaison:

Administration, Public Safety, Zoning – Trustee Ketchmark

- ☉ Administration: No report
- ☉ Public Safety: No meeting
- ☉ Zoning: No pending cases.

Finance – Trustee Towner

☉ Corporate Warrant No. 986, December 12, 2011 - \$739,772.91

Motion by Trustee Towner, seconded by Trustee Eans, to approve Corporate Warrant No. 986 dated December 12, 2011, in the amount of \$739,772.91. Upon roll call the motion carried as follows: Ayes: Trustees Edwards, Evans, Hall, Ketchmark, Oberhauser and Towner. Nays: None. Absent: None.

☉ Recreation Warrant No. 263, December 12, 2011 - \$10,905.84

Motion by Trustee Towner, seconded by Trustee Edwards, to approve Recreation Warrant Number 263, dated December 12, 2011, in the amount of \$10,905.84. Upon roll call the motion carried as follows: Ayes: Trustees Edwards, Evans, Hall, Ketchmark, Oberhauser and Towner. Nays: None. Absent: None.

Public Works -

- ☉ Leaf program has ended.
- ☉ Assistance at holiday events

Beautification and Library – Trustee Evans

- ☉ Library: Meeting scheduled for December 21, 2011
- ☉ Beautification Committee: Scheduled to meet December 13, 2011

Economic Development, Zoo and WCMC - President Garvey

- ☉ WCMC: No meetings. Water Rate Task Force reviewing documentation from City of Chicago.
- ☉ Economic Development: Congress Park TIF District items on agenda
- ☉ Zoo: Holiday events
- ☉ Praise for Village's holiday events

NEW BUSINESS

Ordinance 2011-81 – An Ordinance of the Village of Brookfield, Cook County, Illinois, approving a Tax Incremental Redevelopment Plan and Redevelopment project for the Congress Park Redevelopment Project Area

Motion by Trustee Oberhauser, seconded by Trustee Towner, to approve Ordinance 2011-81 – An Ordinance of the Village of Brookfield, Cook County, Illinois, approving a Tax Incremental Redevelopment Plan and Redevelopment project for the Congress Park Redevelopment Project Area. Upon roll call the motion carried as follows: Ayes: Trustees Edwards, Evans, Hall, Ketchmark, Oberhauser and Towner. Nays: None. Absent: None.

Ordinance 2011-82 – An Ordinance of the Village of Brookfield, Cook County, Illinois, designating the Congress Park Redevelopment Project Area of said Village a Redevelopment Project Area Pursuant to the Tax Increment Allocation Redevelopment Act.

Motion by Trustee Evans, seconded by Trustee Edwards, to approve Ordinance 2011-82 – An Ordinance of the Village of Brookfield, Cook County, Illinois, designating the Congress Park Redevelopment Project Area of said Village a Redevelopment Project Area Pursuant to the Tax Increment Allocation Redevelopment Act. Upon roll call the motion carried as follows: Ayes: Trustees Edwards, Evans, Hall, Ketchmark, Oberhauser and Towner. Nays: None. Absent: None.

Ordinance 2011-83 – An Ordinance of the Village of Brookfield, Cook County, Illinois Adopting Tax Increment Allocation Financing for the Congress Park Redevelopment Project Area

Motion by Trustee Hall, seconded by Trustee Towner, to approve Ordinance 2011-83 – An Ordinance of the Village of Brookfield, Cook County, Illinois Adopting Tax Increment Allocation Financing for the Congress Park Redevelopment Project Area. Upon roll call the motion carried as follows: Ayes: Trustees Edwards, Evans, Hall, Ketchmark, Oberhauser and Towner. Nays: None. Absent: None.

Ordinance 2011-80 – An Ordinance Authorizing the Execution of a Standard Software License and Services Agreement by and between New World Systems Corporation and the Village of Brookfield, Illinois

Motion by Trustee Towner, seconded by Trustee Edwards, to approve Ordinance 2011-80– An Ordinance Authorizing the Execution of a Standard Software License and Services Agreement by and between New World Systems Corporation and the Village of Brookfield, Illinois. Upon roll call the motion carried as follows: Ayes: Trustees Edwards, Evans, Hall, Ketchmark, Oberhauser and Towner. Nays: None. Absent: None.

Ordinance 2011-77 – Supplemental Appropriation Ordinance

Motion by Trustee Oberhauser, seconded by Trustee Towner, to approve Ordinance 2011-77 – Supplemental Appropriation Ordinance. Upon roll call the motion carried as follows: Ayes: Trustees Edwards, Evans, Hall, Ketchmark, Oberhauser and Towner. Nays: None. Absent: None.

Ordinance 2011-86 – An Ordinance Accepting a Proposal from Standard Equipment Company for Purchase of the 2011 Elgin Pelican Street Sweeper

Motion by Trustee Towner, seconded by Trustee Edwards, to approve Ordinance 2011-86 – An Ordinance Accepting a Proposal from Standard Equipment Company for Purchase of the 2011 Elgin Pelican Street Sweeper. Upon roll call the motion carried as follows: Ayes: Trustees Edwards, Evans, Hall, Ketchmark, Oberhauser and Towner. Nays: None. Absent: None.

Ordinance 2011-87 – An Ordinance Authorizing the Execution of an Installment Contract Financing with the First National Bank of Brookfield

Motion by Trustee Oberhauser, seconded by Trustee Edwards, to approve Ordinance 2011-87 – An Ordinance Authorizing the Execution of an Installment Contract Financing with the First National Bank of Brookfield. Upon roll call the motion carried as follows: Ayes: Trustees Edwards, Evans, Hall, Ketchmark, Oberhauser and Towner. Nays: None. Absent: None.

MANAGER'S REPORT

☉ Train station doors completed and reimbursement applied for from WSMT.

EXECUTIVE SESSION

Motion by Trustee Towner, seconded by Trustee Edwards, to adjourn the Regular Village of Brookfield Board of Trustees meeting of December 12, 2011 at 6:59 P.M. to conduct and Executive Session. Upon roll call the motion carried as follows: Ayes: Trustees Edwards, Evans, Hall, Ketchmark, Oberhauser and Towner. Nays: None. Absent: None.

RECONVENE REGULAR VILLAGE BOARD MEETING

Motion by Trustee Towner, seconded by Trustee Evans to reconvene the Regular Village Board meeting of December 12, 2011 at 7:12 P.M. Upon roll call the motion carried as follows: Ayes: Trustees Edwards, Evans, Hall, Ketchmark, Oberhauser and Towner. Nays: None. Absent: None

NEW BUSINESS – CONTINUED

Ordinance 2011-84 – An Ordinance Authorizing the Execution of a Real Estate Purchase Contract

Motion by Trustee Towner, seconded by Trustee Evans, to approve Ordinance 2011-84 – An Ordinance Authorizing the Execution of a Real Estate Purchase Contract for 4000 Dubois in the amount of \$285,000. Upon roll call the motion carried as follows: Ayes: Trustees Edwards, Evans, Hall, Ketchmark, Oberhauser and Towner. Nays: None. Absent: None.

Ordinance 2011-85 – An Ordinance Authorizing Transfers within the Annual Appropriation Ordinance for the year beginning January 1, 2011 and ending December 31, 2011 for the Village of Brookfield, Cook County, Illinois.

Motion by Trustee Towner, seconded by Trustee Oberhauser, to approve Ordinance 2011-85 – An Ordinance Authorizing Transfers within the Annual Appropriation Ordinance for the year beginning January 1, 2011 and ending December 31, 2011 for the Village of Brookfield, Cook County, Illinois. Upon roll call the motion carried as follows: Ayes: Trustees Edwards, Evans, Hall, Ketchmark, Oberhauser and Towner. Nays: None. Absent: None.

ADJOURNMENT

Motion by Trustee Towner, seconded by Trustee Edwards to adjourn the Regular Village Board meeting of December 12, 2011 at 7:16 P.M.. Upon roll call the motion carried as follows: Ayes: Trustees Edwards, Evans, Hall, Ketchmark, Oberhauser and Towner. Nays: None. Absent: None.

**Brigid Weber
Village Clerk
Village of Brookfield**

/ls

**JOURNAL OF THE PROCEEDINGS OF THE PRESIDENT AND THE BOARD OF TRUSTEES
AT A COMMITTEE OF THE WHOLE MEETING
HELD ON MONDAY, DECEMBER 12, 2011
IN THE BROOKFIELD MUNICIPAL BUILDING**

MEMBERS PRESENT: President Michael Garvey, Trustees Catherine Edwards, Ryan Evans, C.P. Hall, Kit P. Ketchmark, Brian Oberhauser and Michael Towner. Village Clerk Brigid Weber.

MEMBERS ABSENT: None

ALSO PRESENT: Village Manager Riccardo F. Ginex, Assistant Village Manager Keith Sbiral and Village Attorney Richard Ramello

OTHERS PRESENT: None

On Monday, December 12, 2011, Village President Michael Garvey called the Committee of the Whole meeting to order at 7:16 P.M.

Discussion Items

Emergency Operations Plan Ordinances

Staff is recommending the Board pass two specific ordinances – one to establish a list of Interim Successors in the event the Village President is unavailable and the second to authorize the Emergency Powers of the Village President.

Item to be on agenda for approval vote at the Regular Village Board meeting scheduled for January 9, 2012.

Resolution to Revise the Village of Brookfield Personnel Manual

The current Village of Brookfield Personnel Code was last updated in 2005. Due to changes in State and Federal legislation, technology, and a modernization of processes, the current Personnel Code has become outdated and must be revised to reflect current policies and procedures. Staff recommends the Board approve the revised Village of Brookfield Personnel Manual.

Item to be on agenda for approval vote at the Regular Village Board meeting scheduled for January 9, 2012.

ADJOURNMENT

Motion by Trustee Towner, seconded by Trustee Edwards, to adjourn the Committee of the Whole meeting of December 12, 2011 at 7:38 P.M. Upon roll call the motion carried as follows: Ayes: Trustees Edwards, Evans, Hall, Ketchmark, Oberhauser and Towner. Nays: None. Absent: None.

CHECK	VENDOR	AMOUNT
12911	22690 VILLAGE OF BROOKFIELD	334,293.58
68085	9037 IACE	70.00
68086	23300 WATER PRO RATES	46.91
68087	23300 WATER PRO RATES	21.11
68088	23300 WATER PRO RATES	56.11
68089	23300 WATER PRO RATES	4.51
68090	23300 WATER PRO RATES	24.75
68091	23300 WATER PRO RATES	34.51
68092	23300 WATER PRO RATES	116.92
68093	23300 WATER PRO RATES	50.03
68094	23300 WATER PRO RATES	10.04
68095	23300 WATER PRO RATES	35.85
68096	23300 WATER PRO RATES	150.00
68097	23300 WATER PRO RATES	21.11
68098	23300 WATER PRO RATES	73.73
68099	23300 WATER PRO RATES	56.11
68100	23300 WATER PRO RATES	115.95
68101	23300 WATER PRO RATES	34.51
68102	23300 WATER PRO RATES	35.85
68103	23300 WATER PRO RATES	10.05
68104	23300 WATER PRO RATES	28.98
68105	23300 WATER PRO RATES	46.07
68106	23300 WATER PRO RATES	10.05
68107	23300 WATER PRO RATES	19.65
68108	23300 WATER PRO RATES	22.36
68109	23300 WATER PRO RATES	35.85
68110	23300 WATER PRO RATES	77.85
68111	17000 Q BBQ	350.00
68112	22905 VISA	1,354.97
68113	8590 HOLIDAY CELEBRATION	50.00
68114	8590 HOLIDAY CELEBRATION	50.00
68115	8590 HOLIDAY CELEBRATION	200.00
68116	8590 HOLIDAY CELEBRATION	50.00
68117	8590 HOLIDAY CELEBRATION	50.00
68118	8590 HOLIDAY CELEBRATION	50.00
68119	8590 HOLIDAY CELEBRATION	50.00
68120	8590 HOLIDAY CELEBRATION	50.00
68121	8590 HOLIDAY CELEBRATION	50.00
68122	2590 BROOKFIELD CURRENCY EXCHANGE	238.00
68123	18336 REFUND - MISC	3,563.47
68124	3320 CHICAGO TITLE & TRUST	25,000.00
68125	19247 SEIU NAT'L INDUSTRY PENS FUND	1,286.15
68126	16351 PEPSICO	95.81
68127	22450 VILLAGE OF BROOKFIELD	296.70
68128	7230 MICHELLE GEDDES	300.00
68129	8552 JENNIFER HODGES	240.00
68130	13265 MOLLY MC DANIEL	60.00
68131	11413 KRISTEN KLUGE	420.00
68132	14873 MEGAN NOTHNAGLE	210.00
68133	20730 GINA TRACY	300.00

CHECK	VENDOR	AMOUNT
68134	11558 SUSANNE KOHL	270.00
68135	6660 SCOTT FOX	210.00
68136	20875 CRISSY TUSCHER	300.00
68137	19762 PAM STAROSTKA	150.00
68138	20701 JENNIFER TLUSTY	180.00
68139	10683 KATIE JOHNS	650.00
68140	19239 SECRETARY OF STATE	99.00
68142	1020 A & M PARTS INC.	8.58
68143	1103 ACCURATE DOCUMENT DESTRUCTION	67.20
68144	1244 AIR ONE EQUIPMENT, INC.	19.50
68145	1250 AIRGAS NORTH CENTRAL	419.56
68146	1325 AIS	18,957.25
68147	1550 AMERICAN WATER WORKS ASSOC	77.00
68148	1595 ANIMAL WELFARE LEAGUE	65.25
68149	1781 AT & T	8,844.00
68150	2015 B ALLAN GRAPHICS	1,500.00
68151	2018 B&F TECHNICAL CODE SVC, INC	100.00
68152	2329 BLR	995.00
68153	2720 BROOKFIELD TRUE VALUE HARDWAR	192.26
68154	3055 CALL ONE	328.90
68155	3102 CANON BUSINESS SOLUTIONS, INC	85.85
68156	3192 CEP YOUTH LEADERSHIP	50.00
68157	3427 CLIMATE SOLUTIONS INC.	905.00
68158	3550 COMCAST	86.90
68159	3560 COMED	282.66
68160	4500 DIXON ENGINEERING, INC.	3,600.00
68161	4905 DYNAMEX, INC.	21.64
68162	5445 EMERGENCY MEDICAL PRODUCTS IN	151.60
68163	5500 EXELON ENERGY COMPANY	13,527.04
68164	6572 FMP	570.86
68165	6652 FOSTER'S TRUCK REPAIR	194.50
68166	6760 FREEWAY FORD TRUCK SALES INC	534.36
68167	7245 GENESIS CLINICAL LABORATORY	967.00
68168	7276 RICCARDO GINEX	49.95
68169	7740 GRAINGER	488.88
68170	7883 GROOT INDUSTRIES, INC.	105,342.41
68171	8080 HANCOCK ENGINEERING	5,246.00
68172	8120 HANSON AGGREGATES INC.	88.33
68173	8470 HITCHCOCK DESIGN GROUP	1,474.46
68174	8832 HR DIRECT	44.72
68175	9081 ICMA	936.00
68176	9102 ILEAS	350.00
68177	9933 IRMA	2,004.17
68178	10097 J.G. UNIFORMS, INC.	234.66
68179	11100 KANE, MC KENNA CAPITAL INC.	4,221.08
68180	12175 LA GRANGE PK ACE HARDWARE	38.64
68181	13379 MEGAPATH	521.12
68182	13392 MENARDS-HODGKINS	195.48
68183	14800 NICOR	113.14
68184	15387 OCCUPATIONAL HEALTH CTR OF SW	100.00

CHECK	VENDOR	AMOUNT
68185	15837 ORKIN INC.	439.30
68186	16320 MARIO PECORA	150.00
68187	16455 MARY PEZDEK	87.14
68188	16532 PITNEY BOWES	436.00
68189	16615 PORTABLE JOHN, INC.	507.31
68190	16704 PRIORITY PRINT	331.65
68191	18103 RAY O'HERRON CO., INC.	118.80
68192	18544 RIVERSIDE MANUFACTURING CO.	206.76
68193	18815 MARK RYAN	108.34
68194	19091 SCHAEFGES BROTHERS, INC.	118,699.20
68195	19616 STANDARD EQUIPMENT CO.	149,743.00
68196	19630 STAPLES ADVANTAGE	343.44
68197	19805 SUBURBAN LABORATORIES, INC.	115.00
68198	19889 SWAN CLEANERS	37.50
68199	20595 THOMPSON ELEVATOR INSP SVC IN	186.00
68200	21445 UNIFIRST CORPORATION	389.44
68201	21577 UNIVERSITY OF ILLINOIS	675.00
68202	21585 USA BLUEBOOK	821.54
68203	22231 VERIZON WIRELESS	723.70
68204	22725 VILLAGE OF DOWNERS GROVE	1,329.81
68205	23390 WEDNESDAY JOURNAL	303.00
68206	23480 WEST CENTRAL MUNICIPAL CONF.	1,532.03
68207	23743 WHOLESALE DIRECT INC.	139.13
68208	23810 A WINDY CITY LOCK & SAFE SVC	3,500.00
68209	26195 ZEE MEDICAL INC.	118.70

125 CHECKS PRINTED

\$826,719.28

VENDOR NAME	DESCRIPTION OF EXPENDITURE	AMOUNT	ACCT NO	INVOICE NUMBER	VENDOR NUMBER	CHECK NUMBER
VILLAGE OF BROOKFIELD	P/R DATED 12/9/11	10,674.97	01-10-5020		22690	12911
VILLAGE OF BROOKFIELD	P/R DATED 12/9/11	142.38	01-10-5030		22690	12911
VILLAGE OF BROOKFIELD	FICA & MEDICARE-12/9/11	410.40	01-10-5110		22690	12911
VILLAGE OF BROOKFIELD	SUI-12/9/11	2.42	01-10-5190		22690	12911
VILLAGE OF BROOKFIELD	P/R DATED 12/9/11	2,680.77	01-12-5020		22690	12911
VILLAGE OF BROOKFIELD	P/R DATED 12/9/11	1,419.36	01-12-5025		22690	12911
VILLAGE OF BROOKFIELD	FICA & MEDICARE-12/9/11	291.95	01-12-5110		22690	12911
VILLAGE OF BROOKFIELD	P/R DATED 12/9/11	1,859.33	01-13-5020		22690	12911
VILLAGE OF BROOKFIELD	P/R DATED 12/9/11	7,878.65	01-13-5025		22690	12911
VILLAGE OF BROOKFIELD	P/R DATED 12/9/11	972.40	01-13-5030		22690	12911
VILLAGE OF BROOKFIELD	P/R DATED 12/9/11	8.35	01-13-5040		22690	12911
VILLAGE OF BROOKFIELD	FICA & MEDICARE-12/9/11	678.45	01-13-5110		22690	12911
VILLAGE OF BROOKFIELD	SUI-12/9/11	7.65	01-13-5190		22690	12911
VILLAGE OF BROOKFIELD	P/R DATED 12/9/11	7,932.73	01-19-5025		22690	12911
VILLAGE OF BROOKFIELD	FICA & MEDICARE-12/9/11	590.66	01-19-5110		22690	12911
VILLAGE OF BROOKFIELD	P/R DATED 12/9/11	13,679.45	01-20-5020		22690	12911
VILLAGE OF BROOKFIELD	P/R DATED 12/9/11	106,845.39	01-20-5025		22690	12911
VILLAGE OF BROOKFIELD	P/R DATED 12/9/11	5,892.30	01-20-5025		22690	12911
VILLAGE OF BROOKFIELD	P/R DATED 12/9/11	16,763.75	01-20-5040		22690	12911
VILLAGE OF BROOKFIELD	FICA & MEDICARE-12/9/11	2,880.55	01-20-5110		22690	12911
VILLAGE OF BROOKFIELD	SUI-12/9/11	100.16	01-20-5190		22690	12911
VILLAGE OF BROOKFIELD	P/R DATED 12/9/11	3,907.34	01-25-5020		22690	12911
VILLAGE OF BROOKFIELD	P/R DATED 12/9/11	74,361.66	01-25-5025		22690	12911
VILLAGE OF BROOKFIELD	P/R DATED 12/9/11	16,805.48	01-25-5040		22690	12911
VILLAGE OF BROOKFIELD	FICA & MEDICARE-12/9/11	1,167.53	01-25-5110		22690	12911

VENDOR NAME	DESCRIPTION OF EXPENDITURE	AMOUNT	ACCT NO	INVOICE NUMBER	VENDOR NUMBER	CHECK NUMBER
VILLAGE OF BROOKFIELD	SUI-12/9/11	30.48	01-25-5190		22690	12911
VILLAGE OF BROOKFIELD	P/R DATED 12/9/11	3,374.42	01-30-5020		22690	12911
VILLAGE OF BROOKFIELD	P/R DATED 12/9/11	27,276.28	01-30-5025		22690	12911
VILLAGE OF BROOKFIELD	P/R DATED 12/9/11	822.91	01-30-5035		22690	12911
VILLAGE OF BROOKFIELD	P/R DATED 12/9/11	979.60	01-30-5040		22690	12911
VILLAGE OF BROOKFIELD	FICA & MEDICARE-12/9/11	2,377.61	01-30-5110		22690	12911
VILLAGE OF BROOKFIELD	SUI-12/9/11	13.99	01-30-5190		22690	12911
VILLAGE OF BROOKFIELD	FICA & MEDICARE-12/9/11	358.28	01-40-5110		22690	12911
VILLAGE OF BROOKFIELD	SUI-12/9/11	30.29	01-40-5190		22690	12911
VILLAGE OF BROOKFIELD	P/R DATED 12/9/11	1,901.88	61-61-5020		22690	12911
VILLAGE OF BROOKFIELD	P/R DATED 12/9/11	13,895.75	61-61-5025		22690	12911
VILLAGE OF BROOKFIELD	P/R DATED 12/9/11	1,093.95	61-61-5040		22690	12911
VILLAGE OF BROOKFIELD	P/R DATED 12/9/11	41.69	61-61-5040		22690	12911
VILLAGE OF BROOKFIELD	FICA & MEDICARE-12/9/11	1,177.55	61-61-5110		22690	12911
VILLAGE OF BROOKFIELD	P/R DATED 12/9/11	1,901.90	62-61-5020		22690	12911
VILLAGE OF BROOKFIELD	P/R DATED 12/9/11	917.76	62-61-5025		22690	12911
VILLAGE OF BROOKFIELD	FICA & MEDICARE-12/9/11	145.16	62-61-5110		22690	12911
IACE	QTR MEETING-CAROL BOTTAR PAUL TRUDEAU	70.00	01-13-5299		9037	68085
WATER PRO RATES	MOVE OUT REFUND 3307 SUNNYSIDE J. SHERLAG	40.49CR	61-00-1236		23300	68086
WATER PRO RATES	MOVE OUT REFUND	10.00	61-00-2610		23300	68086
WATER PRO RATES	MOVE OUT REFUND	77.40	62-00-1236		23300	68086
WATER PRO RATES	MOVE OUT REFUND 9024 29TH ST M. BENKOWSKI	40.49CR	61-00-1236		23300	68087
WATER PRO RATES	MOVE OUT REFUND	10.00	61-00-2610		23300	68087

VENDOR NAME	DESCRIPTION OF EXPENDITURE	AMOUNT	ACCT NO	INVOICE NUMBER	VENDOR NUMBER	CHECK NUMBER
WATER PRO RATES	MOVE OUT REFUND	51.60	62-00-1236		23300	68087
WATER PRO RATES	MOVE OUT REFUND 3535 PARK M. THOMPSON	40.49CR	61-00-1236		23300	68088
WATER PRO RATES	MOVE OUT REFUND	45.00	61-00-2610		23300	68088
WATER PRO RATES	MOVE OUT REFUND	51.60	62-00-1236		23300	68088
WATER PRO RATES	MOVE OUT REFUND 9020 MONROE L. FIALA	40.49CR	61-00-1236		23300	68089
WATER PRO RATES	MOVE OUT REFUND	45.00	61-00-2610		23300	68089
WATER PRO RATES	MOVE OUT REFUND 3721 PRAIRIE #202 C. HALL	20.25CR	61-00-1236		23300	68090
WATER PRO RATES	MOVE OUT REFUND	45.00	61-00-2610		23300	68090
WATER PRO RATES	MOVE OUT REFUND 9104 31ST ST R. PISKULE	40.49CR	61-00-1236		23300	68091
WATER PRO RATES	MOVE OUT REFUND	75.00	61-00-2610		23300	68091
WATER PRO RATES	MOVE OUT REFUND 9220 BROADWAY EARLY CHILD ED CENTER	85.06CR	61-00-1236		23300	68092
WATER PRO RATES	MOVE OUT REFUND	75.00	61-00-2610		23300	68092
WATER PRO RATES	MOVE OUT REFUND	126.98	62-00-1236		23300	68092
WATER PRO RATES	MOVE OUT REFUND 8544 GREENVIEW DOLIJS PROPERTY MGT	46.57CR	61-00-1236		23300	68093
WATER PRO RATES	MOVE OUT REFUND	45.00	61-00-2610		23300	68093
WATER PRO RATES	MOVE OUT REFUND	51.60	62-00-1236		23300	68093
WATER PRO RATES	MOVE OUT REFUND 3240 MAPLE M. IWANKIW	60.76CR	61-00-1236		23300	68094
WATER PRO RATES	MOVE OUT REFUND	45.00	61-00-2610		23300	68094

VENDOR NAME	DESCRIPTION OF EXPENDITURE	AMOUNT	ACCT NO	INVOICE NUMBER	VENDOR NUMBER	CHECK NUMBER
WATER PRO RATES	MOVE OUT REFUND	25.80	62-00-1236		23300	68094
WATER PRO RATES	MOVE OUT REFUND 3308 ARTHUR J. KOLAR	60.75CR	61-00-1236		23300	68095
WATER PRO RATES	MOVE OUT REFUND	45.00	61-00-2610		23300	68095
WATER PRO RATES	MOVE OUT REFUND	51.60	62-00-1236		23300	68095
WATER PRO RATES	MOVE OUT REFUND 8901 & 8903 BURLINGTON CHEERS SPORTS BAR	150.00	61-00-2610		23300	68096
WATER PRO RATES	MOVE OUT REFUND 4159 PARK B. BAKER	40.49CR	61-00-1236		23300	68097
WATER PRO RATES	MOVE OUT REFUND	10.00	61-00-2610		23300	68097
WATER PRO RATES	MOVE OUT REFUND	51.60	62-00-1236		23300	68097
WATER PRO RATES	MOVE OUT REFUND 4638 ARTHUR 1ST & 2ND FL S. MILORADOVIC	119.47CR	61-00-1236		23300	68098
WATER PRO RATES	MOVE OUT REFUND	90.00	61-00-2610		23300	68098
WATER PRO RATES	MOVE OUT REFUND	103.20	62-00-1236		23300	68098
WATER PRO RATES	MOVE OUT REFUND 4233 MAPLE J. SALBEGO	40.49CR	61-00-1236		23300	68099
WATER PRO RATES	MOVE OUT REFUND	45.00	61-00-2610		23300	68099
WATER PRO RATES	MOVE OUT REFUND	51.60	62-00-1236		23300	68099
WATER PRO RATES	MOVE OUT REFUND 4210 DU BOIS D. ERNST	20.25CR	61-00-1236		23300	68100
WATER PRO RATES	MOVE OUT REFUND	45.00	61-00-2610		23300	68100
WATER PRO RATES	MOVE OUT REFUND	91.20	62-00-1236		23300	68100
WATER PRO RATES	MOVE OUT REFUND 9428 47TH ST PUMP SPEC INC	40.49CR	61-00-1236		23300	68101

VENDOR NAME	DESCRIPTION OF EXPENDITURE	AMOUNT	ACCT NO	INVOICE NUMBER	VENDOR NUMBER	CHECK NUMBER
WATER PRO RATES	MOVE OUT REFUND	75.00	61-00-2610		23300	68101
WATER PRO RATES	MOVE OUT REFUND 4114 PRAIRIE W.C. STUDEBAKER	60.75CR	61-00-1236		23300	68102
WATER PRO RATES	MOVE OUT REFUND	45.00	61-00-2610		23300	68102
WATER PRO RATES	MOVE OUT REFUND	51.60	62-00-1236		23300	68102
WATER PRO RATES	MOVE OUT REFUND 4530 ARTHUR L. VARGAS	60.75CR	61-00-1236		23300	68103
WATER PRO RATES	MOVE OUT REFUND	45.00	61-00-2610		23300	68103
WATER PRO RATES	MOVE OUT REFUND	25.80	62-00-1236		23300	68103
WATER PRO RATES	MOVE OUT REFUND 4218 BLANCHAN A. WEHRMAN	67.62CR	61-00-1236		23300	68104
WATER PRO RATES	MOVE OUT REFUND	45.00	61-00-2610		23300	68104
WATER PRO RATES	MOVE OUT REFUND	51.60	62-00-1236		23300	68104
WATER PRO RATES	MOVE OUT REFUND 8913 VILLAGE SQ LN V. CERCEO	40.49CR	61-00-1236		23300	68105
WATER PRO RATES	MOVE OUT REFUND	45.00	61-00-2610		23300	68105
WATER PRO RATES	MOVE OUT REFUND	41.56	62-00-1236		23300	68105
WATER PRO RATES	MOVE OUT REFUND 4015 DEYO C. KEELEY	60.75CR	61-00-1236		23300	68106
WATER PRO RATES	MOVE OUT REFUND	45.00	61-00-2610		23300	68106
WATER PRO RATES	MOVE OUT REFUND	25.80	62-00-1236		23300	68106
WATER PRO RATES	MOVE OUT REFUND 3921 SUNNYSIDE D. RAMIREZ	76.95CR	61-00-1236		23300	68107
WATER PRO RATES	MOVE OUT REFUND	45.00	61-00-2610		23300	68107
WATER PRO RATES	MOVE OUT REFUND	51.60	62-00-1236		23300	68107

VENDOR NAME	DESCRIPTION OF EXPENDITURE	AMOUNT	ACCT NO	INVOICE NUMBER	VENDOR NUMBER	CHECK NUMBER
WATER PRO RATES	MOVE OUT REFUND 9200 47TH ST ALAMO TRUCK	52.64CR	61-00-1236		23300	68108
WATER PRO RATES	MOVE OUT REFUND	75.00	61-00-2610		23300	68108
WATER PRO RATES	MOVE OUT REFUND 4004 OAK C. MARTINEZ	60.75CR	61-00-1236		23300	68109
WATER PRO RATES	MOVE OUT REFUND	45.00	61-00-2610		23300	68109
WATER PRO RATES	MOVE OUT REFUND	51.60	62-00-1236		23300	68109
WATER PRO RATES	MOVE OUT REFUND 3945 OAK L. POGGI	44.55CR	61-00-1236		23300	68110
WATER PRO RATES	MOVE OUT REFUND	45.00	61-00-2610		23300	68110
WATER PRO RATES	MOVE OUT REFUND	77.40	62-00-1236		23300	68110
Q BBQ	FOOD FOR LETS WIN PROGRA	350.00	01-20-5560		17000	68111
VISA	VISA PURCHASES	60.00	01-12-5590		22905	68112
VISA	VISA PURCHASES	30.00	01-12-5810		22905	68112
VISA	VISA PURCHASES	37.19	01-14-5580		22905	68112
VISA	VISA PURCHASES	160.00	01-20-5380		22905	68112
VISA	VISA PURCHASES	91.58	01-20-5615		22905	68112
VISA	VISA PURCHASES	179.26	01-25-5305		22905	68112
VISA	VISA PURCHASES	50.34	01-25-5625		22905	68112
VISA	VISA PURCHASES	36.60	01-30-5690		22905	68112
VISA	VISA PURCHASES	710.00	01-32-5690		22905	68112
HOLIDAY CELEBRATION	HAUSER JR HIGH CHORUS	50.00	01-50-5560		8590	68113
HOLIDAY CELEBRATION	T.J. KETCHMARK	50.00	01-50-5560		8590	68114
HOLIDAY CELEBRATION	TOM CHYNA	200.00	01-50-5560		8590	68115
HOLIDAY CELEBRATION	RBHS MADRIGALS	50.00	01-50-5560		8590	68116

VENDOR NAME	DESCRIPTION OF EXPENDITURE	AMOUNT	ACCT NO	INVOICE NUMBER	VENDOR NUMBER	CHECK NUMBER
HOLIDAY CELEBRATION	RBHS REPERTORY DANCE CO	50.00	01-50-5560		8590	68117
HOLIDAY CELEBRATION	LINCOLN ELEMENTARY SCHOO CHORUS	50.00	01-50-5560		8590	68118
HOLIDAY CELEBRATION	S.E. GROSS MIDDLE SCHCOL BAND	50.00	01-50-5560		8590	68119
HOLIDAY CELEBRATION	S.E. GROSS MIDDLE SCHOOL CHORUS	50.00	01-50-5560		8590	68120
HOLIDAY CELEBRATION	LTHS STRING ENSEMBLE	50.00	01-50-5560		8590	68121
BROOKFIELD CURRENCY EXCHANGE	REGISTRATION FOR UNITS 472 & 460	238.00	01-20-5380		2590	68122
REFUND - MISC	REFUND EXCESS PAYMENT ON SA #331-GABRIEL HERNANDEZ 9446 LINCOLN	3,563.47	32-00-4731		18336	68123
CHICAGO TITLE & TRUST	EARNEST MONEY	25,000.00	15-00-1710		3320	68124
SEIU NAT'L INDUSTRY PENS FUND	MONTHLY DEPOSIT REPORT NOVEMBER 2011	1,286.15	01-30-5080		19247	68125
PEPSICO	COD FOR PEPSI DELIVERY- CASH COLLECTED FROM PD	95.81	01-00-2649		16351	68126
VILLAGE OF BROOKFIELD	POLICE DEPT PETTY CASH	20.00	01-20-5310		22450	68127
VILLAGE OF BROOKFIELD	POLICE DEPT PETTY CASH	32.82	01-20-5380		22450	68127
VILLAGE OF BROOKFIELD	POLICE DEPT PETTY CASH	40.00	01-20-5550		22450	68127
VILLAGE OF BROOKFIELD	POLICE DEPT PETTY CASH	31.88	01-20-5560		22450	68127
VILLAGE OF BROOKFIELD	POLICE DEPT PETTY CASH	33.07	01-20-5650		22450	68127
VILLAGE OF BROOKFIELD	POLICE DEPT PETTY CASH	8.49	01-20-5670		22450	68127
VILLAGE OF BROOKFIELD	POLICE DEPT PETTY CASH	130.44	01-20-5840		22450	68127
MICHELLE GEDDES	LETS WIN TEACHER PAY MICHELLE GEDDES	300.00	01-20-5560		7230	68128
JENNIFER HODGES	LETS WIN TEACHER PAY JENNIFER HODGES	240.00	01-20-5560		8552	68129
MOLLY MC DANIEL	LETS WIN TEACHER PAY	60.00	01-20-5560		13265	68130

VENDOR NAME	DESCRIPTION OF EXPENDITURE	AMOUNT	ACCT NO	INVOICE NUMBER	VENDOR NUMBER	CHECK NUMBER
	MOLLY MC DANIEL					
KRISTEN KLUGE	LETS WIN TEACHER PAY KRISTEN KLUGE	420.00	01-20-5560		11413	68131
MEGAN NOTHNAGLE	LETS WIN TEACHER PAY MEGAN NOTHNAGLE	210.00	01-20-5560		14873	68132
GINA TRACY	LETS WIN TEACHER PAY GINA TRACY	300.00	01-20-5560		20730	68133
SUSANNE KOHL	LETS WIN TEACHER PAY SUE KOHL	270.00	01-20-5560		11558	68134
SCOTT FOX	LETS WIN TEACHER PAY SCOTT FOX	210.00	01-20-5560		6660	68135
CRISSY TUSCHER	LETS WIN TEACHER PAY CRISSY TUSCHER	300.00	01-20-5560		20875	68136
PAM STAROSTKA	LETS WIN TEACHER PAY PAM STAROSTKA	150.00	01-20-5560		19762	68137
JENNIFER TLUSTY	LETS WIN TEACHER PAY JENNIFER TLUSTY	180.00	01-20-5560		20701	68138
KATIE JOHNS	ADM DUTIES-LETS WIN PROG KATIE JOHNS	650.00	01-20-5560		10683	68139
SECRETARY OF STATE	PLATE RENEWAL-UNDERCOVER CAR	99.00	01-20-5380		19239	68140
A & M PARTS INC.	TRAN/FLU QT DEXRON3I	8.58	01-34-5710	296553	1020	68142
ACCURATE DOCUMENT DESTRUCTION	SHREDDING SVC	67.20	01-10-5299	798329	1103	68143
AIR ONE EQUIPMENT, INC.	ZICO MOUNT PIN ONLY 6"	19.50	01-25-5645	77347	1244	68144
AIRGAS NORTH CENTRAL	MEDICAL OXYGEN	274.12	01-25-5640	105039	1250	68145
AIRGAS NORTH CENTRAL	WELDING GASES	145.44	01-34-5710	105033	1250	68145
AIS	NED ANTI-VIRUS, MONITORI & MAINT SOFTWARE	3,050.00	01-14-5299	19152	1325	68146
AIS	ENERGIZE UPDATE FOR MSG ARCHIVER/INSTANT REPL	2,448.00	01-14-5299	19076	1325	68146
AIS	COMP MAINT-SEPT 2011	7,522.50	01-14-5299	18668	1325	68146
AIS	COMP MAINT-NOV 2011	5,843.75	01-14-5299	19225	1325	68146

VENDOR NAME	DESCRIPTION OF EXPENDITURE	AMOUNT	ACCT NO	INVOICE NUMBER	VENDOR NUMBER	CHECK NUMBER
AIS	LAPTOP BATTERY	93.00	01-14-5620	19031	1325	68146
AMERICAN WATER WORKS ASSOC	MEMBERSHIP DUES-VINCE BO	77.00	61-62-5590		1550	68147
ANIMAL WELFARE LEAGUE	STRAY-NOV 2011	65.25	01-20-5299	5613	1595	68148
AT & T	R07-0065	4,550.26	01-14-5580		1781	68149
AT & T	485-2499	44.67	01-14-5580		1781	68149
AT & T	485-3277	42.48	01-14-5580		1781	68149
AT & T	485-2266	43.39	01-14-5580		1781	68149
AT & T	387-2733	43.76	01-14-5580		1781	68149
AT & T	E911-847-734-5955	1,206.69	01-14-5580		1781	68149
AT & T	387-2650	2,744.04	01-14-5580		1781	68149
AT & T	387-1350	43.04	01-14-5580		1781	68149
AT & T	387-2561	125.67	01-14-5580		1781	68149
B ALLAN GRAPHICS	BF NEWSLETTER	1,500.00	01-01-5540	82507	2015	68150
B&F TECHNICAL CODE SVC, INC	NOV 2011 INSPECTIONS	100.00	01-13-5299	34132	2018	68151
BLR	RENEWAL	995.00	01-10-5299	702122	2329	68152
BROOKFIELD TRUE VALUE HARDWARE	MISC SUPPLIES	67.39	01-25-5690		2720	68153
BROOKFIELD TRUE VALUE HARDWARE	MISC SUPPLIES	124.87	01-30-5690		2720	68153
CALL ONE	LOCAL/LONG DIST-12/15-1/ 1010-4340-0000	328.90	01-14-5580		3055	68154
CANON BUSINESS SOLUTIONS, INC	SUPPLY INCL PRG-IRC 5068	37.74	01-10-5540	351789	3102	68155
CANON BUSINESS SOLUTIONS, INC	SUPPLY INCL PRG-IRC 3080	48.11	01-25-5630		3102	68155
CEP YOUTH LEADERSHIP	HOLIDAY CELEBRATION VOLUNTEERS	50.00	01-50-5560		3192	68156
CLIMATE SOLUTIONS INC.	FALL PREVENTATIVE MAINT	825.00	01-31-5305	3136	3427	68157
CLIMATE SOLUTIONS INC.	FALL PREVENTATIVE MAINT	80.00	01-31-5305	3135	3427	68157
COMCAST	XFINITY INTERNET	86.90	01-14-5500		3550	68158

VENDOR NAME	DESCRIPTION OF EXPENDITURE	AMOUNT	ACCT NO	INVOICE NUMBER	VENDOR NUMBER	CHECK NUMBER
	8771201670055098					
COMED	8501 BROOKFIELD 2083099069	256.41	01-36-5775		3560	68159
COMED	8652 SOUTHVIEW WATER MET 0683030051	26.25	01-36-5775		3560	68159
DIXON ENGINEERING, INC.	PRELIMINARY MAINT INSP LAB ANALYSIS	3,600.00	61-62-5390	113345	4500	68160
DYNAMEX, INC.	MESSENGER SVC	21.64	01-10-5299	104369	4905	68161
EMERGENCY MEDICAL PRODUCTS INC	MICRO ASEPTIC CAVICIDE C ULTRATUFF BAG	151.60	01-25-5399	142172	5445	68162
EXELON ENERGY COMPANY	STREET LIGHTING-EE200583	13,527.04	01-36-5775		5500	68163
FMP	CORE RETURN	24.00CR	01-34-5710	388110	6572	68164
FMP	CORE RETURN	30.00CR	01-34-5710	385401	6572	68164
FMP	PARTS FOR #474 & #55	506.42	01-34-5710	379003	6572	68164
FMP	PARTS FOR #30	118.44	01-34-5710	137195	6572	68164
FOSTER'S TRUCK REPAIR	SAFETY INSP	194.50	01-34-5380	25590	6652	68165
FREEWAY FORD TRUCK SALES INC	REMAN KIT & CORE DEPOSIT	534.36	01-34-5710	398257	6760	68166
GENESIS CLINICAL LABORATORY	PRE-EMPLOYMENT PHYSICAL RICHARD DUBIN	967.00	01-03-5299		7245	68167
RICCARDO GINEX	INTERNET REIMBURSEMENT	49.95	01-14-5580		7276	68168
GRAINGER	PLEATED AIR FILTER	259.92	01-30-5510	329320	7740	68169
GRAINGER	PLEATED AIR FILTER	228.96	01-30-5510	590292	7740	68169
GROOT INDUSTRIES, INC.	RESIDENTIAL P/U-DEC 2011	85,143.11	62-64-5480	798635	7883	68170
GROOT INDUSTRIES, INC.	RESIDENT YARD WST-DEC 20	20,199.30	62-64-5480	798635	7883	68170
HANCOCK ENGINEERING	DUNKIN DONUTS DEV	1,914.00	01-13-5299	110401	8080	68171
HANCOCK ENGINEERING	MAPLE AVE	228.00	42-00-5240	110400	8080	68171
HANCOCK ENGINEERING	2011 BRIDGE INSPECTION	1,280.00	42-00-5240	110432	8080	68171
HANCOCK ENGINEERING	29TH ST WATER MAIN	912.00	61-62-5240	110400	8080	68171

VENDOR NAME	DESCRIPTION OF EXPENDITURE	AMOUNT	ACCT NO	INVOICE NUMBER	VENDOR NUMBER	CHECK NUMBER
HANCOCK ENGINEERING	MAPLE AVE WATER MAIN	456.00	61-62-5240	110400	8080	68171
HANCOCK ENGINEERING	OPERATING PERMITS FOR IE	456.00	61-62-5490	110400	8080	68171
HANCOCK ENGINEERING			61-62-5490		8080	68171
HANSON AGGREGATES INC.	BINDER	88.33	01-36-5730	526377	8120	68172
HITCHCOCK DESIGN GROUP	JAYCEE/EHLERT PARK	1,474.46	43-00-6350	14086	8470	68173
HR DIRECT	ATTENDANCE CALENDAR	44.72	01-20-5540	164607	8832	68174
ICMA	MEMBERSHIP RENEWAL KEITH SBIRAL	936.00	01-10-5550		9081	68175
ILEAS	2012 CONF-PETRAK & BURDE	350.00	01-20-5590		9102	68176
IRMA	VOLUNTEER COVERAGE	527.00	01-12-5520	8154	9933	68177
IRMA	NOV DEDUCTIBLE	1,453.17	01-12-5520		9933	68177
IRMA	PWSC LUNCHEON MEETING	24.00	01-30-5550	8227	9933	68177
J.G. UNIFORMS, INC.	VEST COVER-EVOY	133.83	01-20-5765	26098	10097	68178
J.G. UNIFORMS, INC.	VEST COVER-KUDLA	100.83	01-20-5765	26147	10097	68178
KANE, MC KENNA CAPITAL INC.	BF-CONGRESS PARK TIF	4,221.08	15-00-5220	10763	11100	68179
LA GRANGE PK ACE HARDWARE	MISC SUPPLIES	38.64	01-30-5690		12175	68180
MEGAPATH	MONTHLY T1,DSL LINES	521.12	01-14-5500	476667	13379	68181
MENARDS-HODGKINS	4' RECTANGULAR TABLES	104.94	01-30-5690	37475	13392	68182
MENARDS-HODGKINS	36" PEENED GRAB BAR SS	29.96	01-30-5690	41015	13392	68182
MENARDS-HODGKINS	GLACIER MIST 4 GAL WATER	5.49	01-30-5690	39681	13392	68182
MENARDS-HODGKINS	5 GAL METAL GAS CAN	42.98	01-30-5690	37474	13392	68182
MENARDS-HODGKINS	PROPANE CYLINDER; SEAM SEALER	12.11	01-30-5690	39572	13392	68182
NICOR	SVC @ 4523 EBERLY 96099700005	113.14	01-31-5770		14800	68183
OCCUPATIONAL HEALTH CTR OF SW	RANDOM TESTS-1006476287	50.00	01-30-5280		15387	68184
OCCUPATIONAL HEALTH CTR OF SW	RANDOM TESTS-1006477276	50.00	01-30-5280		15387	68184

VENDOR NAME	DESCRIPTION OF EXPENDITURE	AMOUNT	ACCT NO	INVOICE NUMBER	VENDOR NUMBER	CHECK NUMBER
ORKIN INC.	SVC @ 3830 MAPLE 9957845	50.60	01-30-5510		15837	68185
ORKIN INC.	SVC @ 4523 EBERLY 995783	49.50	01-30-5510		15837	68185
ORKIN INC.	SVC @ 4545 EBERLY 995785	49.50	01-30-5510		15837	68185
ORKIN INC.	SVC @ TRAIN STATION 9957787	57.20	01-30-5510		15837	68185
ORKIN INC.	SVC @ FIRE STATIONS 10032655	90.00	01-30-5510		15837	68185
ORKIN INC.	SVC @ KIWANIS-9981070	49.50	01-30-5510		15837	68185
ORKIN INC.	STANDARD SVC-4301 ELM	45.00	01-30-5510	699223	15837	68185
ORKIN INC.	SVC @ VLG HALL 9957764	48.00	01-30-5510		15837	68185
MARIO PECORA	ANNUAL BOOT ALLOWANCE	150.00	01-34-5700		16320	68186
MARY PEZDEK	FOOD FOR HOLIDAY CELEBRATION	87.14	01-50-5625		16455	68187
PITNEY BOWES	RENTAL CHARGES	436.00	01-10-5340		16532	68188
PORTABLE JOHN, INC.	RENTAL AT JAYCEE/EHLERT PARK	507.31	01-35-5510	175134	16615	68189
PRIORITY PRINT	PRISONER PROPERTY REPORT PROPERTY REPORT ADM ADJUDICATIONS	331.65	01-20-5540	111138	16704	68190
RAY O'HERRON CO., INC.	AIR CARTRIDGE 15" YELLOW	75.80	01-20-5590	45889	18103	68191
RAY O'HERRON CO., INC.	HAT 5-STAR	43.00	01-20-5765	45888	18103	68191
RIVERSIDE MANUFACTURING CO.	UNIFORMS-HARRISON	206.76	01-20-5765	8588	18644	68192
MARK RYAN	LEATHER ALLOWANCE	108.34	01-20-5099		18815	68193
SCHAEFGES BROTHERS, INC.	JAYCEE/EHLERT PARK WEST PHASE ONE	118,699.20	43-00-6350	1730	19091	68194
STANDARD EQUIPMENT CO.	2011 ELGIN PELICAN NP STREET SWEEPER	149,743.00	41-00-6580		19616	68195
STAPLES ADVANTAGE	ADM OFFICE SUPPLIES	38.52	01-10-5670	316537	19630	68196
STAPLES ADVANTAGE	ADM OFFICE SUPPLIES	25.56	01-10-5670	316537	19630	68196

VENDOR NAME	DESCRIPTION OF EXPENDITURE	AMOUNT	ACCT NO	INVOICE NUMBER	VENDOR NUMBER	CHECK NUMBER
STAPLES ADVANTAGE	ADM OFFICE SUPPLIES	67.03	01-10-5670	316478	19630	68196
STAPLES ADVANTAGE	CASHIER'S OFFICE SUPPLIE	95.78	01-12-5670	316570	19630	68196
STAPLES ADVANTAGE	FIRE DEPT OFFICE SUPPLIE	116.55	01-25-5630	316537	19630	68196
SUBURBAN LABORATORIES, INC.	COLIFORM TESTS	115.00	61-62-5390	14131	19805	68197
SWAN CLEANERS	SEW PATCHES ON DUBIN DRE BLOUSE	37.50	01-25-5765		19889	68198
THOMPSON ELEVATOR INSP SVC INC	ELEVATOR INSPECTIONS	186.00	01-13-5299	114135	20595	68199
UNIFIRST CORPORATION	MATS	56.30	01-30-5515	646324	21445	68200
UNIFIRST CORPORATION	DPW UNIFORMS	135.90	01-30-5515	756711	21445	68200
UNIFIRST CORPORATION	MATS	61.34	01-30-5515	646325	21445	68200
UNIFIRST CORPORATION	DPW UNIFORMS	135.90	01-30-5515	754734	21445	68200
UNIVERSITY OF ILLINOIS	FIREGROUND COMPANY OFFIC SCHOOL-PATRICK MC BRIEN	675.00	01-25-5065		21577	68201
USA BLUEBOOK	MAGNA-TRAK 202	821.54	61-62-5715	550792	21585	68202
VERIZON WIRELESS	CELL PHONES	723.70	01-14-5580		22231	68203
VILLAGE OF DOWNERS GROVE	MED INS-GINEX-JAN 2012	1,329.81	01-10-5150	70083	22725	68204
WEDNESDAY JOURNAL	TRUTH IN TAXATION NOTICE	153.00	01-10-5410		23390	68205
WEDNESDAY JOURNAL	CONGRESS PK TIF	150.00	01-10-5410		23390	68205
WEST CENTRAL MUNICIPAL CONF.	CONCIL OF MAYOR DUES	1,532.03	01-01-5490	7188	23480	68206
WHOLESALE DIRECT INC.	STRB,LO-PRO,DBL/QUAD,AMB	139.13	01-34-5710	188088	23743	68207
A WINDY CITY LOCK & SAFE SVC	REMOVE OLD & INSTALL NEW DOOR AT PRAIRIE TRAIN STATION	3,500.00	01-32-5305	7916	23810	68208
ZEE MEDICAL INC.	SVC TO 1ST AID CABINET I POLICE DEPT	118.70	01-20-5280	100515	26195	68209
	TOTAL EXPENDITURES	826,719.28	1-00-1001			

VILLAGE OF BROOKFIELD
RUN - 12/21/11

A/P CHECK REGISTER
WARRANT 264 12-26-11

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CHECK	VENDOR	AMOUNT
12911	22690 VILLAGE OF BROOKFIELD	4,777.76
43677	22905 VISA	160.77
43678	22450 VILLAGE OF BROOKFIELD	109.89
43679	18336 REFUND - MISC	65.00
43681	3600 COMMUNITY PARK DIST OF LGPK	913.16
43682	8608 HOLLYWOOD CITIZEN'S ASSOC	367.50
43683	9040 IAPD	644.23
43684	11420 CHAD KOCH	720.00
43685	12455 ANN LENARTSON	366.40

9 CHECKS PRINTED

\$8,124.71

RECREATION WARRANT DISBURSEMENTS REGISTER
 WARRANT NUMBER 264

VENDOR NAME	DESCRIPTION OF EXPENDITURE	AMOUNT	ACCT NO	INVOICE NUMBER	VENDOR NUMBER	CHECK NUMBER
VILLAGE OF BROOKFIELD	P/R DATED 12/9/11	2,298.99	01-40-5025		22690	12911
VILLAGE OF BROOKFIELD	P/R DATED 12/9/11	2,478.77	01-40-5035		22690	12911
VISA	HOLIDAY CELEBRATION	31.68	01-50-5625		22905	43677
VISA	HOLIDAY CELEBRATION	129.09	01-50-5690		22905	43677
VILLAGE OF BROOKFIELD	TOTS PREP & ART CLASS SUPPLIES	109.89	01-41-5690		22450	43678
REFUND - MISC	REFUND-TAE KWON DO CLASS NATALIE CAMPOS	65.00	01-48-4499		18336	43679
COMMUNITY PARK DIST OF LGPK	COOP-FALL 2011 SESSION	913.16	01-47-5560		3600	43681
HOLLYWOOD CITIZEN'S ASSOC	RENTAL FOR YOGA PROG 1/9-2/20/12	367.50	01-48-5470		8608	43682
IAPD	2012 MEMBERSHIP DUES	644.23	01-40-5550		9040	43683
CHAD KOCH	MARTIAL ARTS INSTRUCTION	720.00	01-48-5450	111201	11420	43684
ANN LENARTSON	DANCE PROGRAM	366.40	01-48-5450		12455	43685
	TOTAL EXPENDITURES	8,124.71	1-00-1021			
		=====				

CHECK	VENDOR	AMOUNT
01211	9340 IMRF	44,408.80
12221	22690 VILLAGE OF BROOKFIELD	295,098.75
68054	12038 LA FASTENERS INC.	15.09-
68211	23300 WATER PRO RATES	3.60
68212	23300 WATER PRO RATES	3.60
68213	22450 VILLAGE OF BROOKFIELD	146.77
68215	1020 A & M PARTS INC.	930.65
68216	1244 AIR ONE EQUIPMENT, INC.	135.00
68217	1365 RAFAEL ALVARADO	3,026.41
68218	1480 AMERICAN PUBLIC WORKS ASSOC	159.00
68219	1780 AT&T LONG DISTANCE	292.28
68220	1781 AT & T	1,858.65
68221	1782 AT&T	49.93
68222	1814 AVALON PETROLEUM CO.	19,855.28
68223	2093 BARNES GROUP INC.	84.71
68224	2276 BHAKTA MEDICAL ASSOC	320.00
68225	2340 BLUE CROSS BLUE SHIELD OF IL	116,685.75
68226	2653 BROOKFIELD PUBLIC LIBRARY	5,451.44
68227	2660 BRKFELD/N RIVERSIDE WATER COMM	158,328.90
68228	2890 JAMES BURDETT	2,378.53
68229	3102 CANON BUSINESS SOLUTIONS, INC	93.10
68230	3103 CANON FINANCIAL SERVICES INC.	1,802.76
68231	3130 CASE LOTS, INC	155.60
68232	3360 CINTAS FAS LOCKBOX 636525	42.26
68233	3415 CLEMENT COMMUNICATIONS INC	362.62
68234	3550 COMCAST	12.57
68235	3560 COMED	182.34
68236	3655 CONNELL PLUMBING, INC.	5,000.00
68237	4320 DELTA DENTAL - RISK	8,374.74
68238	5500 EXELON ENERGY COMPANY	14,596.34
68239	6540 FLEETPRIDE	1,183.04
68240	6572 FMP	300.78
68241	7160 GCG FINANCIAL	1,490.44
68242	7191 GE CAPITAL	632.53
68243	7740 GRAINGER	477.45
68244	7883 GROOT INDUSTRIES, INC.	583.65
68245	8018 NICHOLAS HAHN	153.50
68246	8120 HANSON AGGREGATES INC.	570.02
68247	8200 HARLEM PLUMBING SUPPLY	45.03
68248	8470 HITCHCOCK DESIGN GROUP	1,191.14
68249	8640 HOPPE CONSTRUCTION	1,000.00
68250	9535 ILLINOIS PAPER & COPIER CO.	85.37
68251	9933 IRMA	515,104.00
68252	10097 J.G. UNIFORMS, INC.	123.00
68253	11386 KATHLEEN KISSANE	154.97
68254	11558 SUSANNE KOHL	72.38
68255	12140 LA GRANGE MATERIALS, INC.	72.00
68256	12200 LAIDLAW TRANSIT, INC.	228.36
68257	13715 MOBILE FASTENER CO	88.64
68258	13745 MONROE TRUCK EQUIPMENT	283.05

VILLAGE OF BROOKFIELD
RUN - 1/05/12

A/P CHECK REGISTER
WARRANT 988 1-09-12

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CHECK	VENDOR	AMOUNT
68259	13830 MUELLERMIST IRRIGATION CO.	395.00
68260	14315 NATIONAL INSURANCE SERVICES	591.30
68261	14417 NCPERS GROUP LIFE INS.	216.00
68262	14550 NEW WORLD SYSTEMS	368,975.00
68263	14560 NEXTEL COMMUNICATIONS	1,329.93
68264	14717 NORTH AMERICAN SALT CO.	1,347.17
68265	14800 NICOR	449.05
68266	15387 OCCUPATIONAL HEALTH CTR OF SW	194.00
68267	15837 ORKIN INC.	439.30
68268	16195 PARAMEDIC BILLING SERVICES	432.95
68269	16250 PAUL CONWAY SHIELDS	16.78
68270	16531 PITNEY BOWES PURCHASE POWER	15.69
68271	16600 CAROLINE POGWIZD	48.81
68272	16612 POLLARDWATER.COM-EAST	214.18
68273	16820 PUBLIC PERSONNEL INSTITUTE	1,200.00
68274	18562 ANITA RICHARDSON	1,200.00
68275	19038 SAM'S CLUB	217.44
68276	19060 SBOC	75.00
68277	19167 SCOUT ELECTRIC SUPPLY CO.	302.55
68278	19324 SHARE CORP	571.50
68279	19518 SOUTHWEST SPRING INC	1,318.54
68280	19575 FRANK W. SRAMEK	523.35
68281	19630 STAPLES ADVANTAGE	262.99
68282	19685 STEVEN STELTER	47.58
68283	19748 STORINO, RAMELLO & DURKIN	20,248.85
68284	19805 SUBURBAN LABORATORIES, INC.	130.00
68285	19815 SUBURBAN LIFE PUBLICATIONS	80.90
68286	20260 THEODORE POLYGRAPH SERVICE	405.00
68287	21445 UNIFIRST CORPORATION	457.75
68288	21577 UNIVERSITY OF ILLINOIS	590.00
68289	23390 WEDNESDAY JOURNAL	75.00
68290	23418 WENTWORTH TIRE SERVICE	927.30
68291	23489 WEST COOK COUNTY SOLID WASTE	20,269.90
68292	26200 ZEP MANUFACTURING CO.	232.89

84 CHECKS PRINTED

\$1,627,466.34

CORPORATE WARRANT DISBURSEMENTS REGISTER
 WARRANT NUMBER 988

VENDOR NAME	DESCRIPTION OF EXPENDITURE	AMOUNT	ACCT NO	INVOICE NUMBER	VENDOR NUMBER	CHECK NUMBER
IMRF	MONTHLY DEPOSIT-DEC 2011	177.56	01-01-5120		9340	1211
IMRF	MONTHLY DEPOSIT-DEC 2011	4,900.29	01-10-5120		9340	1211
IMRF	MONTHLY DEPOSIT-DEC 2011	2,433.57	01-12-5120		9340	1211
IMRF	MONTHLY DEPOSIT-DEC 2011	2,462.24	01-13-5120		9340	1211
IMRF	MONTHLY DEPOSIT-DEC 2011	2,545.91	01-19-5120		9340	1211
IMRF	MONTHLY DEPOSIT-DEC 2011	1,525.07	01-20-5120		9340	1211
IMRF	MONTHLY DEPOSIT-DEC 2011	14,179.91	01-30-5120		9340	1211
IMRF	MONTHLY DEPOSIT-DEC 2011	966.43	01-40-5120		9340	1211
IMRF	EMPLOYEE W/H-DEC 2011	8,123.69	02-00-2023		9340	1211
IMRF	EMPLOYEE W/H-DEC 2011	1,544.44	02-00-2023		9340	1211
IMRF	EMPLOYEE W/H-DEC 2011	5,549.69	02-00-2023		9340	1211
VILLAGE OF BROOKFIELD	P/R DATED 12/22/11	3,294.08	01-01-5010		22690	12221
VILLAGE OF BROOKFIELD	FICA & MEDICARE-12/22/11	252.00	01-01-5110		22690	12221
VILLAGE OF BROOKFIELD	P/R DATED 12/22/11	10,674.97	01-10-5020		22690	12221
VILLAGE OF BROOKFIELD	P/R DATED 12/22/11	75.38	01-10-5030		22690	12221
VILLAGE OF BROOKFIELD	FICA & MEDICARE-12/22/11	405.27	01-10-5110		22690	12221
VILLAGE OF BROOKFIELD	SUI-12/22/11	57.27	01-10-5190		22690	12221
VILLAGE OF BROOKFIELD	P/R DATED 12/22/11	2,680.77	01-12-5020		22690	12221
VILLAGE OF BROOKFIELD	P/R DATED 12/22/11	1,419.36	01-12-5025		22690	12221
VILLAGE OF BROOKFIELD	FICA & MEDICARE-12/22/11	291.95	01-12-5110		22690	12221
VILLAGE OF BROOKFIELD	P/R DATED 12/22/11	1,859.33	01-13-5020		22690	12221
VILLAGE OF BROOKFIELD	P/R DATED 12/22/11	7,878.64	01-13-5025		22690	12221
VILLAGE OF BROOKFIELD	P/R DATED 12/22/11	1,220.35	01-13-5030		22690	12221
VILLAGE OF BROOKFIELD	P/R DATED 12/22/11	133.40	01-13-5040		22690	12221
VILLAGE OF BROOKFIELD	FICA & MEDICARE-12/22/11	706.99	01-13-5110		22690	12221

VENDOR NAME	DESCRIPTION OF EXPENDITURE	AMOUNT	ACCT NO	INVOICE NUMBER	VENDOR NUMBER	CHECK NUMBER
VILLAGE OF BROOKFIELD	SUI-12/22/11	10.20	01-13-5190		22690	12221
VILLAGE OF BROOKFIELD	P/R DATED 12/22/11	6,637.60	01-19-5025		22690	12221
VILLAGE OF BROOKFIELD	FICA & MEDICARE-12/22/11	491.58	01-19-5110		22690	12221
VILLAGE OF BROOKFIELD	P/R DATED 12/22/11	11,483.88	01-20-5020		22690	12221
VILLAGE OF BROOKFIELD	P/R DATED 12/22/11	84,824.12	01-20-5025		22690	12221
VILLAGE OF BROOKFIELD	P/R DATED 12/22/11	5,331.96	01-20-5025		22690	12221
VILLAGE OF BROOKFIELD	P/R DATED 12/22/11	8,519.98	01-20-5040		22690	12221
VILLAGE OF BROOKFIELD	FICA & MEDICARE-12/22/11	2,324.95	01-20-5110		22690	12221
VILLAGE OF BROOKFIELD	SUI-12/22/11	90.64	01-20-5190		22690	12221
VILLAGE OF BROOKFIELD	P/R DATED 12/22/11	3,907.34	01-25-5020		22690	12221
VILLAGE OF BROOKFIELD	P/R DATED 12/22/11	67,569.00	01-25-5025		22690	12221
VILLAGE OF BROOKFIELD	P/R DATED 12/22/11	13,309.54	01-25-5040		22690	12221
VILLAGE OF BROOKFIELD	FICA & MEDICARE-12/22/11	1,035.36	01-25-5110		22690	12221
VILLAGE OF BROOKFIELD	SUI-12/22/11	28.00	01-25-5190		22690	12221
VILLAGE OF BROOKFIELD	P/R DATED 12/22/11	3,374.42	01-30-5020		22690	12221
VILLAGE OF BROOKFIELD	P/R DATED 12/22/11	28,787.09	01-30-5025		22690	12221
VILLAGE OF BROOKFIELD	P/R DATED 12/22/11	90.75	01-30-5035		22690	12221
VILLAGE OF BROOKFIELD	P/R DATED 12/22/11	1,958.33	01-30-5040		22690	12221
VILLAGE OF BROOKFIELD	FICA & MEDICARE-12/22/11	2,512.03	01-30-5110		22690	12221
VILLAGE OF BROOKFIELD	SUI-12/22/11	31.72	01-30-5190		22690	12221
VILLAGE OF BROOKFIELD	FICA & MEDICARE-12/22/11	362.66	01-40-5110		22690	12221
VILLAGE OF BROOKFIELD	SUI-12/22/11	38.63	01-40-5190		22690	12221
VILLAGE OF BROOKFIELD	P/R DATED 12/22/11	1,901.88	61-61-5020		22690	12221
VILLAGE OF BROOKFIELD	P/R DATED 12/22/11	13,986.46	61-61-5025		22690	12221
VILLAGE OF BROOKFIELD	P/R DATED 12/22/11	1,348.34	61-61-5040		22690	12221

VENDOR NAME	DESCRIPTION OF EXPENDITURE	AMOUNT	ACCT NO	INVOICE NUMBER	VENDOR NUMBER	CHECK NUMBER
VILLAGE OF BROOKFIELD	P/R DATED 12/22/11	25.02	61-61-5040		22690	12221
VILLAGE OF BROOKFIELD	FICA & MEDICARE-12/22/11	1,203.97	61-61-5110		22690	12221
VILLAGE OF BROOKFIELD	P/R DATED 12/22/11	1,901.90	62-61-5020		22690	12221
VILLAGE OF BROOKFIELD	P/R DATED 12/22/11	917.76	62-61-5025		22690	12221
VILLAGE OF BROOKFIELD	FICA & MEDICARE-12/22/11	143.88	62-61-5110		22690	12221
LA FASTENERS INC.	VOID-DUPLICATE PAYMENT	15.09CR	01-34-5710		12038	68054
WATER PRO RATES	OVERPAYMENT OF FINAL BIL K. HAYES-3501 PRAIRIE	3.60	61-00-1236		23300	68211
WATER PRO RATES	OVERPAYMENT OF FINAL BIL C. LEWIS-3824 MORTON	3.60	61-00-1236		23300	68212
VILLAGE OF BROOKFIELD	ADM PETTY CASH	10.00	01-10-5550		22450	68213
VILLAGE OF BROOKFIELD	ADM PETTY CASH	25.96	01-12-5670		22450	68213
VILLAGE OF BROOKFIELD	ADM PETTY CASH	42.46	01-12-5690		22450	68213
VILLAGE OF BROOKFIELD	ADM PETTY CASH	1.50	01-12-5840		22450	68213
VILLAGE OF BROOKFIELD	ADM PETTY CASH	10.00	01-30-5820		22450	68213
VILLAGE OF BROOKFIELD	ADM PETTY CASH	12.00	01-31-5710		22450	68213
VILLAGE OF BROOKFIELD	ADM PETTY CASH	11.97	01-50-5560		22450	68213
VILLAGE OF BROOKFIELD	ADM PETTY CASH	21.12	01-50-5625		22450	68213
VILLAGE OF BROOKFIELD	ADM PETTY CASH	11.76	01-50-5690		22450	68213
A & M PARTS INC.	OIL PRS LIGHT SWITCH; RT FRONT CV DRIVESHAFT	99.08	01-34-5710	296496	1020	68215
A & M PARTS INC.	FLK AC-DC CURR CLMP	395.00	01-34-5710	296224	1020	68215
A & M PARTS INC.	WIPER BLADE	24.58	01-34-5710	296686	1020	68215
A & M PARTS INC.	AF COOLNT; WINDSHIELD WA	89.72	01-34-5710	296263	1020	68215
A & M PARTS INC.	PARTS FOR #464 & STOCK	59.28	01-34-5710	300077	1020	68215
A & M PARTS INC.	RELAY FOR #411	7.02	01-34-5710	299958	1020	68215
A & M PARTS INC.	BULB;OIL FILTER	25.11	01-34-5710	297937	1020	68215

VENDOR NAME	DESCRIPTION OF EXPENDITURE	AMOUNT	ACCT NO	INVOICE NUMBER	VENDOR NUMBER	CHECK NUMBER
A & M PARTS INC.	BATTERY; AIR COUPLER & RUBBER HOSE	230.86	01-34-5710	297727	1020	68215
AIR ONE EQUIPMENT, INC.	BREATHING AIR QUALITY TE	135.00	01-25-5399	77474	1244	68216
RAFAEL ALVARADO	TUITION REIMBURSEMENT	2,700.00	01-20-5065		1365	68217
RAFAEL ALVARADO	REMAINING LEATHER ALLOWA	326.41	01-20-5099		1365	68217
AMERICAN PUBLIC WORKS ASSOC	2012 MEMBERSHIP-AL KITZE	159.00	01-30-5550		1480	68218
AT&T LONG DISTANCE	853558135-5	292.28	01-14-5580		1780	68219
AT & T	485-6575	43.76	01-14-5580		1781	68220
AT & T	Z14-0030	127.08	01-14-5580		1781	68220
AT & T	Z14-0019	127.08	01-14-5580		1781	68220
AT & T	485-6045	101.12	01-14-5580		1781	68220
AT & T	Z14-0033	127.08	01-14-5580		1781	68220
AT & T	Z14-0045	889.60	01-14-5580		1781	68220
AT & T	485-8121	221.39	01-14-5580		1781	68220
AT & T	485-0076	221.54	01-14-5580		1781	68220
AT&T	MODEM LINES-051565255600	49.93	01-14-5580		1782	68221
AVALON PETROLEUM CO.	DIESEL FUEL	5,385.06	01-34-5650	10701	1814	68222
AVALON PETROLEUM CO.	PREMIUM FUEL	14,470.22	01-34-5650	471646	1814	68222
BARNES GROUP INC.	Q CPLR DUST PLUG	84.71	01-34-5710	383413	2093	68223
BHAKTA MEDICAL ASSOC	PHYSICAL-PAUL BONK	320.00	01-03-5299		2276	68224
BLUE CROSS BLUE SHIELD OF IL	MED INS-JAN 2012	2,634.34	01-10-5150	051133	2340	68225
BLUE CROSS BLUE SHIELD OF IL	MED INS-JAN 2012	2,131.61	01-12-5150		2340	68225
BLUE CROSS BLUE SHIELD OF IL	MED INS-JAN 2012	4,453.45	01-13-5150		2340	68225
BLUE CROSS BLUE SHIELD OF IL	MED INS-JAN 2012	3,152.96	01-19-5150		2340	68225
BLUE CROSS BLUE SHIELD OF IL	MED INS-JAN 2012	50,524.69	01-20-5150		2340	68225
BLUE CROSS BLUE SHIELD OF IL	MED INS-JAN 2012	31,207.44	01-25-5150		2340	68225

VENDOR NAME	DESCRIPTION OF EXPENDITURE	AMOUNT	ACCT NO	INVOICE NUMBER	VENDOR NUMBER	CHECK NUMBER
BLUE CROSS BLUE SHIELD OF IL	MED INS-JAN 2012	12,751.42	01-30-5150		2340	68225
BLUE CROSS BLUE SHIELD OF IL	MED INS-JAN 2012	1,861.78	01-40-5150		2340	68225
BLUE CROSS BLUE SHIELD OF IL	MED INS-JAN 2012	5,476.04	61-61-5150		2340	68225
BLUE CROSS BLUE SHIELD OF IL	MED INS-JAN 2012	1,431.15	61-62-5150		2340	68225
BLUE CROSS BLUE SHIELD OF IL	MED INS-JAN 2012	1,060.87	62-61-5150		2340	68225
BROOKFIELD PUBLIC LIBRARY	PERS PROP REPL TAXES MAY-NOV 2011	5,451.44	01-00-2344		2653	68226
BRKFLD/N RIVERSIDE WATER COMM.	WATER USAGE-DEC 2011	158,328.90	61-62-5780		2660	68227
JAMES BURDETT	TUITION REIMBURSEMENT	2,378.53	01-20-5065		2890	68228
CANON BUSINESS SOLUTIONS, INC	SUPPLY INCL PRG-IRC4580	86.45	01-30-5630	404974	3102	68229
CANON BUSINESS SOLUTIONS, INC	SUPPLY INCL PRG-IRC3080	6.65	01-30-5630	415646	3102	68229
CANON FINANCIAL SERVICES INC.	CONTRACT CHG-11499867	360.56	01-10-5340		3103	68230
CANON FINANCIAL SERVICES INC.	CONTRACT CHG-11499867	360.55	01-20-5350		3103	68230
CANON FINANCIAL SERVICES INC.	CONTRACT CHG-11499867	360.55	01-25-5350		3103	68230
CANON FINANCIAL SERVICES INC.	CONTRACT CHG-11499867	360.55	01-30-5350		3103	68230
CANON FINANCIAL SERVICES INC.	CONTRACT CHG-11499867	360.55	01-40-5350		3103	68230
CASE LOTS, INC	LAUNDRY SOAP	155.60	01-25-5510	36950	3130	68231
CINTAS FAS LOCKBOX 636525	SVC TO 1ST AID CABINET	42.26	01-30-5700	754288	3360	68232
CLEMENT COMMUNICATIONS INC	SAFE ATTITUDE POSTER	362.62	01-30-5700	54229	3415	68233
COMCAST	XFINITY TV	12.57	01-14-5500		3550	68234
COMED	9001 SHIELDS LITE PARK 3543076047	182.34	01-36-5775		3560	68235
CONNELL PLUMBING, INC.	R&R WATER HEATER	5,000.00	01-31-5305		3655	68236
DELTA DENTAL - RISK	DENTAL INS-JAN 2012	330.26	01-10-5160	416207	4320	68237
DELTA DENTAL - RISK	DENTAL INS-JAN 2012	13.30	01-10-5160	416208	4320	68237
DELTA DENTAL - RISK	DENTAL INS-JAN 2012	131.54	01-12-5160		4320	68237

VENDOR NAME	DESCRIPTION OF EXPENDITURE	AMOUNT	ACCT NO	INVOICE NUMBER	VENDOR NUMBER	CHECK NUMBER
DELTA DENTAL - RISK	DENTAL INS-JAN 2012	269.64	01-13-5160		4320	68237
DELTA DENTAL - RISK	DENTAL INS-JAN 2012	169.19	01-19-5160		4320	68237
DELTA DENTAL - RISK	DENTAL INS-JAN 2012	3,289.52	01-20-5160		4320	68237
DELTA DENTAL - RISK	DENTAL INS-JAN 2012	114.35	01-20-5160		4320	68237
DELTA DENTAL - RISK	DENTAL INS-JAN 2012	2,204.12	01-25-5160		4320	68237
DELTA DENTAL - RISK	DENTAL INS-JAN 2012	952.91	01-30-5160		4320	68237
DELTA DENTAL - RISK	DENTAL INS-JAN 2012	34.73	01-30-5160		4320	68237
DELTA DENTAL - RISK	DENTAL INS-JAN 2012	100.78	01-40-5160		4320	68237
DELTA DENTAL - RISK	VISION INS-JAN 2012	261.02	02-00-2029		4320	68237
DELTA DENTAL - RISK	DENTAL INS-JAN 2012	50.52	61-61-5160		4320	68237
DELTA DENTAL - RISK	DENTAL INS-JAN 2012	255.93	61-61-5160		4320	68237
DELTA DENTAL - RISK	DENTAL INS-JAN 2012	114.03	61-62-5160		4320	68237
DELTA DENTAL - RISK	DENTAL INS-JAN 2012	1.67	62-61-5160		4320	68237
DELTA DENTAL - RISK	DENTAL INS-JAN 2012	81.23	62-61-5160		4320	68237
EXELON ENERGY COMPANY	STREET LIGHTING 200584000110	289.77	01-36-5775		5500	68238
EXELON ENERGY COMPANY	STREET LIGHTING 200583900110	780.15	01-36-5775		5500	68238
EXELON ENERGY COMPANY	STREET LIGHTING 200583800110	13,526.42	01-36-5775		5500	68238
FLEETPRIDE	DIESEL PUMP	95.67	01-34-5650	451561	6540	68239
FLEETPRIDE	PARTS FOR #81	171.19	01-34-5710	454850	6540	68239
FLEETPRIDE	STOCK FOR SQUADS	159.28	01-34-5710	452542	6540	68239
FLEETPRIDE	BATTERY CORE CREDIT	30.00CR	01-34-5710	454860	6540	68239
FLEETPRIDE	BOOSTER PAC KIT	593.00	01-34-5710	453824	6540	68239
FLEETPRIDE	PARTS FOR #84	193.90	01-34-5710	454805	6540	68239
FMP	BRAKE PADS	48.07	01-34-5710	395377	6572	68240

VENDOR NAME	DESCRIPTION OF EXPENDITURE	AMOUNT	ACCT NO	INVOICE NUMBER	VENDOR NUMBER	CHECK NUMBER
FMP	PART FOR #1	252.71	01-34-5710	388406	6572	68240
GCG FINANCIAL	INS ADM FEES-JAN 2012	33.96	01-10-5150	201201	7160	68241
GCG FINANCIAL	INS ADM FEES-JAN 2012	10.88	01-12-5150		7160	68241
GCG FINANCIAL	INS ADM FEES-JAN 2012	68.93	01-13-5150		7160	68241
GCG FINANCIAL	INS ADM FEES-JAN 2012	40.06	01-19-5150		7160	68241
GCG FINANCIAL	INS ADM FEES-JAN 2012	656.54	01-20-5150		7160	68241
GCG FINANCIAL	INS ADM FEES-JAN 2012	394.02	01-25-5150		7160	68241
GCG FINANCIAL	INS ADM FEES-JAN 2012	163.63	01-30-5150		7160	68241
GCG FINANCIAL	INS ADM FEES-JAN 2012	24.31	01-40-5150		7160	68241
GCG FINANCIAL	INS ADM FEES-JAN 2012	66.65	61-61-5150		7160	68241
GCG FINANCIAL	INS ADM FEES-JAN 2012	18.14	61-62-5150		7160	68241
GCG FINANCIAL	INS ADM FEES-JAN 2012	13.32	62-61-5150		7160	68241
GE CAPITAL	RICOH COPIER ID #90136048886	632.53	01-10-5340		7191	68242
GRAINGER	DESK,CABINET SHOP,GRAY	477.45	01-30-5350	971200	7740	68243
GROOT INDUSTRIES, INC.	DUMPING CHGS	583.65	62-64-5480	123171	7883	68244
NICHOLAS HAHN	LEATHER ALLOWANCE	153.50	01-20-5099		8018	68245
HANSON AGGREGATES INC.	BINDER	97.13	01-36-5730	526598	8120	68246
HANSON AGGREGATES INC.	BINDER	192.17	01-36-5730	526506	8120	68246
HANSON AGGREGATES INC.	BINDER	192.50	01-36-5730	526423	8120	68246
HANSON AGGREGATES INC.	BINDER	88.22	01-36-5730	526483	8120	68246
HARLEM PLUMBING SUPPLY	SPUD COUPLING & FLANGE	45.03	01-30-5690	23551	8200	68247
HITCHCOCK DESIGN GROUP	JAYCEE/EHLERT PARK	1,191.14	43-00-6350	14146	8470	68248
HOPPE CONSTRUCTION	1ST PARTIAL DRAW FOR REP TO FOUNTAIN @ 8 CORNERS	1,000.00	01-36-6300	4739	8640	68249
ILLINOIS PAPER & COPIER CO.	DEC 2011 BILLING	85.37	01-10-5340	825284	9535	68250

CORPORATE WARRANT DISBURSEMENTS REGISTER
 WARRANT NUMBER 988

VENDOR NAME	DESCRIPTION OF EXPENDITURE	AMOUNT	ACCT NO	INVOICE NUMBER	VENDOR NUMBER	CHECK NUMBER
IRMA	2012 ANNUAL CONTRIBUTION	363,699.36	01-12-5520		9933	68251
IRMA	2012 ANNUAL CONTRIBUTION	109,761.38	61-61-5520		9933	68251
IRMA	2012 ANNUAL CONTRIBUTION	41,643.26	62-61-5520		9933	68251
J.G. UNIFORMS, INC.	VEST COVER-JELINEK	123.00	01-20-5765	26335	10097	68252
KATHLEEN KISSANE	LEATHER ALLOWANCE	154.97	01-20-5099		11386	68253
SUSANNE KOHL	REIMBUSEMENT FOR FOOD IT PURCHASED FOR LETS WIN DINNER	72.38	01-20-5560		11558	68254
LA GRANGE MATERIALS, INC.	2" EXT RING;30X30 AC SLA	72.00	61-62-5690	60584	12140	68255
LAIDLAW TRANSIT, INC.	BUS FOR LETS WIN FIELD T	228.36	01-20-5560		12200	68256
MOBILE FASTENER CO	MISC PARTS	88.64	01-34-5710	23824	13715	68257
MONROE TRUCK EQUIPMENT	VALVE	283.05	01-34-5710	292256	13745	68258
MUELLERMIST IRRIGATION CO.	2012 MAINT SVC CONT	395.00	61-62-5390	111653	13830	68259
NATIONAL INSURANCE SERVICES	LIFE INS PREMIUMS-JAN 20	45.36	01-10-5140		14315	68260
NATIONAL INSURANCE SERVICES	LIFE INS PREMIUMS-JAN 20	4.05	01-12-5140		14315	68260
NATIONAL INSURANCE SERVICES	LIFE INS PREMIUMS-JAN 20	45.90	01-13-5140		14315	68260
NATIONAL INSURANCE SERVICES	LIFE INS PREMIUMS-JAN 20	16.20	01-19-5140		14315	68260
NATIONAL INSURANCE SERVICES	LIFE INS PREMIUMS-JAN 20	180.90	01-20-5140		14315	68260
NATIONAL INSURANCE SERVICES	LIFE INS PREMIUMS-JAN 20	143.10	01-25-5140		14315	68260
NATIONAL INSURANCE SERVICES	LIFE INS PREMIUMS-JAN 20	94.50	01-30-5140		14315	68260
NATIONAL INSURANCE SERVICES	LIFE INS PREMIUMS-JAN 20	5.40	01-40-5140		14315	68260
NATIONAL INSURANCE SERVICES	LIFE INS PREMIUMS-JAN 20	40.10	61-61-5140		14315	68260
NATIONAL INSURANCE SERVICES	LIFE INS PREMIUMS-JAN 20	6.75	61-62-5140		14315	68260
NATIONAL INSURANCE SERVICES	LIFE INS PREMIUMS-JAN 20	9.04	62-61-5140		14315	68260
NCPERS GROUP LIFE INS.	LIFE INS PREMIUM-JAN 201	216.00	02-00-2030	3090	14417	68261
NEW WORLD SYSTEMS	SOFTWARE MAINT	136,850.00	01-00-1449	16832	14550	68262

CORPORATE WARRANT DISBURSEMENTS REGISTER
 WARRANT NUMBER 988

VENDOR NAME	DESCRIPTION OF EXPENDITURE	AMOUNT	ACCT NO	INVOICE NUMBER	VENDOR NUMBER	CHECK NUMBER
NEW WORLD SYSTEMS	SOFTWARE BILLING PER CON	92,000.00	01-14-6530	16672	14550	68262
NEW WORLD SYSTEMS	MILESTONE BILLING PER CO	35,325.00	01-14-6530	16670	14550	68262
NEW WORLD SYSTEMS	SOFTWARE BILLING PER CON	92,000.00	01-14-6530	16671	14550	68262
NEW WORLD SYSTEMS	SOFTWARE BILLING PER CON	12,800.00	01-14-6530	16673	14550	68262
NEXTEL COMMUNICATIONS	VLG CELL PHONE SVC 755801519	1,329.93	01-14-5580		14560	68263
NORTH AMERICAN SALT CO.	BULK HWY SALT	1,347.17	01-36-5745	707747	14717	68264
NICOR	SVC @ 4523 EBERLY 96099700005	206.25	01-31-5770		14800	68265
NICOR	SVC @ 4301 ELM 82999700006	77.76	01-31-5770		14800	68265
NICOR	SVC @ 3840 MAPLE 83071800003	165.04	01-31-5770		14800	68265
OCCUPATIONAL HEALTH CTR OF SW	RANDOM TESTING-100650033	144.00	01-30-5280		15387	68266
OCCUPATIONAL HEALTH CTR OF SW	RANDOM TESTING-100650033	50.00	01-30-5280		15387	68266
ORKIN INC.	SVC @ 4301 ELM	45.00	01-30-5510		15837	68267
ORKIN INC.	SVC @ 4523 EBERLY	49.50	01-30-5510		15837	68267
ORKIN INC.	SVC @ FIRE STATIONS	90.00	01-30-5510		15837	68267
ORKIN INC.	SVC @ TRAIN STATION	57.20	01-30-5510		15837	68267
ORKIN INC.	SVC @ VLG HALL	48.00	01-30-5510		15837	68267
ORKIN INC.	SVC @ 3830 MAPLE	50.60	01-30-5510		15837	68267
ORKIN INC.	SVC @ 4545 EBERLY	49.50	01-30-5510		15837	68267
ORKIN INC.	SVC @ KIWANIS PARK	49.50	01-30-5510		15837	68267
PARAMEDIC BILLING SERVICES	PARAMEDIC BILLING SVC	432.95	01-25-5560		16195	68268
PAUL CONWAY SHIELDS	SHIPPING CHGS FOR BOOTS	16.78	01-25-5765	297981	16250	68269
PITNEY BOWES PURCHASE POWER	BAL DUE ON ACCT 8000-9090-0020-5984	15.69	01-10-5680		16531	68270
CAROLINE POGWIZD	LEATHER ALLOWANCE	48.81	01-20-5099		16600	68271

VENDOR NAME	DESCRIPTION OF EXPENDITURE	AMOUNT	ACCT NO	INVOICE NUMBER	VENDOR NUMBER	CHECK NUMBER
POLLARDWATER.COM-EAST	BLADE KIT FOR VALVE BOX	126.05	61-62-5710	131476	16612	68272
POLLARDWATER.COM-EAST	SHUT-OFF KEY SWIVEL	88.13	61-62-5715	131554	16612	68272
PUBLIC PERSONNEL INSTITUTE	PERSONALITY EVALUATION PAUL BONK	400.00	01-03-5299	4361	16820	68273
PUBLIC PERSONNEL INSTITUTE	PERSONALITY EVALUATIONS JOHN CHRIST; THOMAS MITERA	800.00	01-03-5299	4360	16820	68273
ANITA RICHARDSON	DECEMBER ADJ HEARINGS	1,200.00	01-11-5250	201112	18562	68274
SAM'S CLUB	LETS WIN PROG	63.18	01-20-5625	9143	19038	68275
SAM'S CLUB	LETS WIN PROG	85.78	01-20-5625	7903	19038	68275
SAM'S CLUB	LETS WIN PROG	68.48	01-20-5625	9973	19038	68275
SBOC	2012 ANNUAL MEMBERSHIP	75.00	01-13-5299		19060	68276
SCOUT ELECTRIC SUPPLY CO.	ELECTRICAL SUPPLIES	302.55	01-31-5305	151467	19167	68277
SHARE CORP	CAR WASH & WAX CONC	571.50	01-25-5510	797246	19324	68278
SOUTHWEST SPRING INC	REPLACE HENDRICKSON REAR SPRING	1,318.54	01-34-5710	163995	19518	68279
FRANK W. SRAMEK	WRENCH SETS;HEX DR SET	523.35	01-34-5715	123750	19575	68280
STAPLES ADVANTAGE	ADM OFFICE SUPPLIES	77.10	01-10-5670	316603	19630	68281
STAPLES ADVANTAGE	POCKET FILE FOLDERS FOR	59.98	01-12-5670	316603	19630	68281
STAPLES ADVANTAGE	PRINTER RIBBONS FOR P1	125.91	01-12-5670	316631	19630	68281
STEVEN STELTER	NEW HOLSTER FOR DUTY WEA	47.58	01-20-5765		19685	68282
STORINO, RAMELLO & DURKIN	ORDINANCE VIOLATIONS	543.00	01-11-5250	56928	19748	68283
STORINO, RAMELLO & DURKIN	4222 BLANCHAN	85.00	01-11-5250	56775	19748	68283
STORINO, RAMELLO & DURKIN	3504 WOODSIDE	475.75	01-11-5250	56776	19748	68283
STORINO, RAMELLO & DURKIN	9316 WASHINGTON	305.75	01-11-5250	56777	19748	68283
STORINO, RAMELLO & DURKIN	4607 EBERLY	510.00	01-11-5250	56774	19748	68283
STORINO, RAMELLO & DURKIN	BF BOWLING ALLEY	271.50	01-11-5250	56932	19748	68283
STORINO, RAMELLO & DURKIN	KING'S POINT GENL CEMENT	2,310.40	01-11-5260	56924	19748	68283

VENDOR NAME	DESCRIPTION OF EXPENDITURE	AMOUNT	ACCT NO	INVOICE NUMBER	VENDOR NUMBER	CHECK NUMBER
STORINO, RAMELLO & DURKIN	CONGRESS PARK TIF DIST	1,370.10	01-11-5270	56926	19748	68283
STORINO, RAMELLO & DURKIN	GENERAL LEGAL MATTERS	10,266.65	01-11-5270	56927	19748	68283
STORINO, RAMELLO & DURKIN	BOARD MEETINGS	1,231.20	01-11-5270	56931	19748	68283
STORINO, RAMELLO & DURKIN	RESOLUTIONS	289.00	01-11-5270	56930	19748	68283
STORINO, RAMELLO & DURKIN	COW MEETINGS	935.00	01-11-5270	56925	19748	68283
STORINO, RAMELLO & DURKIN	ORDINANCES	1,655.50	01-11-5270	56929	19748	68283
SUBURBAN LABORATORIES, INC.	COLIFORM TEST FOR IEPA	130.00	61-62-5390	14482	19805	68284
SUBURBAN LIFE PUBLICATIONS	MTG LEGAL NOTICE	80.90	01-10-5410		19815	68285
THEODORE POLYGRAPH SERVICE	TESTING	405.00	01-03-5299	3089	20260	68286
UNIFIRST CORPORATION	MATS	56.30	01-30-5515	650143	21445	68287
UNIFIRST CORPORATION	DPW UNIFORMS	135.90	01-30-5515	758687	21445	68287
UNIFIRST CORPORATION	DPW UNIFORMS	204.21	01-30-5515	760705	21445	68287
UNIFIRST CORPORATION	MATS	61.34	01-30-5515	650144	21445	68287
UNIVERSITY OF ILLINOIS	POLICE STRATEGY & TACTIC LT JAMES EPISCOPO	590.00	01-20-5590		21577	68288
WEDNESDAY JOURNAL	ANNUAL APPR ORD PUBLIC H	75.00	01-10-5410		23390	68289
WENTWORTH TIRE SERVICE	TIRES & DISPOSAL	233.88	01-34-5710	409979	23418	68290
WENTWORTH TIRE SERVICE	TIRES & DISPOSAL	239.98	01-34-5710	603128	23418	68290
WENTWORTH TIRE SERVICE	TIRES & DISPOSAL	124.89	01-34-5710	410042	23418	68290
WENTWORTH TIRE SERVICE	TIRES & DISPOSAL	328.55	01-34-5710	410040	23418	68290
WEST COOK COUNTY SOLID WASTE	DISP/ADM FEES-NOV 2011	20,269.90	62-64-5480	2869	23489	68291
ZEP MANUFACTURING CO.	GREEN TRUCKWASH BRUSH	86.11	01-25-5510	304738	26200	68292
ZEP MANUFACTURING CO.	CLEANING SUPPLIES	146.78	01-25-5510	304736	26200	68292
	TOTAL EXPENDITURES	1,627,466.34	1-00-1001			
		=====				

VILLAGE OF BROOKFIELD
RUN - 1/05/12

A/P CHECK REGISTER
WARRANT 265 1-09-12

PAGE 1
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CHECK	VENDOR	AMOUNT
12221	22690 VILLAGE OF BROOKFIELD	4,835.32
43687	18339 REFUND - OUTING	90.00
43689	3102 CANON BUSINESS SOLUTIONS, INC	103.42
43690	12455 ANN LENARTSON	1,242.40
43691	19038 SAM'S CLUB	92.38
43692	20737 TRAVEL INSURED INTERNATIONAL	90.00

6 CHECKS PRINTED

\$6,453.52

RECREATION WARRANT DISBURSEMENTS REGISTER
 WARRANT NUMBER 265

VENDOR NAME	DESCRIPTION OF EXPENDITURE	AMOUNT	ACCT NO	INVOICE NUMBER	VENDOR NUMBER	CHECK NUMBER
VILLAGE OF BROOKFIELD	P/R DATED 12/22/11	2,298.99	01-40-5025		22690	12221
VILLAGE OF BROOKFIELD	P/R DATED 12/22/11	2,536.33	01-40-5035		22690	12221
REFUND - OUTING	REFUND-PROGRAM FILLED DON GOLDMAN	90.00	01-46-5560		18339	43687
CANON BUSINESS SOLUTIONS, INC	SUPPLY INCL PRG-IRC3480	103.42	01-40-5350	423232	3102	43689
ANN LENARTSON	DANCE PROGRAM	1,242.40	01-48-5450		12455	43690
SAM'S CLUB	REC DEPT SUPPLIES	28.65	01-40-5799		19038	43691
SAM'S CLUB	MOVIE NITE SUPPLIES	5.72	01-50-5625		19038	43691
SAM'S CLUB	HOLIDAY CELEBRATION	43.49	01-50-5625	6230	19038	43691
SAM'S CLUB	MOVIE NITE SUPPLIES	14.52	01-50-5690	1128	19038	43691
TRAVEL INSURED INTERNATIONAL	INS PMT FOR EVE & STARR DONOVAN FOR MT RUSHMORE OUTING	90.00	01-46-5560		20737	43692
	TOTAL EXPENDITURES	6,453.52	1-00-1021			

VILLAGE OF BROOKFIELD

ORDINANCE NO. 2012-01

**AN ORDINANCE APPROPRIATING FOR ALL CORPORATE PURPOSES FOR THE
VILLAGE OF BROOKFIELD, COOK COUNTY, ILLINOIS FOR THE
FISCAL YEAR BEGINNING JANUARY 1, 2012 AND ENDING DECEMBER 31, 2012**

**ADOPTED BY THE
PRESIDENT AND BOARD OF TRUSTEES
OF THE VILLAGE OF BROOKFIELD**

THIS 9TH DAY OF JANUARY, 2012

Published in pamphlet form
by the authority of the
President and Board of Trustees
of the Village of Brookfield,
Cook County, Illinois this
9th day of January, 2012

ORDINANCE NO. 2012 – 01

**AN ORDINANCE APPROPRIATING FOR ALL CORPORATE PURPOSES FOR THE
VILLAGE OF BROOKFIELD, COOK COUNTY, ILLINOIS FOR THE
FISCAL YEAR BEGINNING JANUARY 1, 2012 AND ENDING DECEMBER 31, 2012**

BE IT ORDAINED by the President and Board of Trustees of the Village of Brookfield, County of Cook, Illinois:

SECTION 1: That the amounts hereinafter set forth, or so much thereof as may be needed or deemed necessary to defray all expenses and liabilities of the Village be and the same are hereby appropriated for general corporate purposes, for police and fire protection, for maintenance of parks and supervised recreation programs, for the collection and disposal of solid waste, for the maintenance of streets, alleys and bridges, for street lighting, for 911 emergency telephone service, for liability insurance purposes, for financial audit purposes, for debt service purposes, for capital improvements to village infrastructure, for operations, maintenance and improvements of the water and sewer systems, for police and firefighter pension benefits and administration, for library operations, library IMRF pension, library social security, library site and building maintenance and library capital improvements and all other objects and purposes of the Village of Brookfield, Cook County, Illinois as hereinafter specified, for the fiscal year beginning January 1, 2012 and ending December 31, 2012.

SECTION 2: The appropriations herein made for any purpose shall be regarding only as a maximum amount to be expended under the respective appropriation accounts and shall not be construed as a commitment, agreement, obligation or liability of the Village of Brookfield, each such appropriation being subject to further approval as to the expenditures hereof by the corporate authorities.

SECTION 3: That the amount appropriated for each object and purpose shall be as follows:

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FY 2012 APPROPRIATION ORDINANCE

BUDGET	ACCT #	DESCRIPTION	APPROPRIATION
	ACCT #	DESCRIPTION	APPROPRIATION
		SUMMARY APPROPRIATIONS	
13,845,783		General Fund -- 01	13,845,783
-		Motor Fuel Tax Fund - 11	-
10,000		Congress Park TIF - 14	10,000
11,500		Ogden Ave. TIF Fund - 15	11,500
-		Hotel Motel Tax Fund - 16	-
1,687,745		Debt Service Funds - 31	1,687,745
198,048		Special Assessment Fund - 32	198,048
60,000		Equipment Replacement Fund--41	60,000
974,850		Infrastrucutre Project Fund--42	974,850
673,765		Ehlert Park Project Fund--43	673,765
5,086,087		Water & Sewer Fund--61	5,086,087
1,851,646		Garbage Fund--62	1,851,646
1,496,436		Police Pension Fund--81	1,496,436
715,357		Firefighters' Pension Fund--82	715,357
<u>26,611,217</u>		<u>TOTAL VILLAGE FUNDS</u>	<u>26,611,217</u>
		Library Funds (see attached schedule)	2,727,200
		<u>Total All Funds</u>	<u>29,338,417</u>

FY 2012 APPROPRIATION ORDINANCE

BUDGET	ACCT #	DESCRIPTION	APPROPRIATION
GENERAL FUND--01			
NON-DEPARTMENTAL--00			
-	01-00-5910	CONTINGENCIES	-
GENERAL FUND--01			
PRESIDENT AND VILLAGE BOARD--01			
39,529	01-01-5010	SALARY-ELECTED & APPOINTED OFFICIAL	39,529
3,024	01-01-5110	EMPLOYER FICA/MEDICARE	3,024
2,131	01-01-5120	EMPLOYER IMRF	2,131
-	01-01-5299	OTHER PROFESSIONAL SERVICES	-
13,000	01-01-5490	INTERGOVERNMENTAL FEES & DUES	13,000
4,000	01-01-5540	PRINTING & COPYING SERVICES	4,000
1,075	01-01-5550	PROFESSIONAL ASSOCIATIONS	1,075
-	01-01-5590	TRAINING	-
100	01-01-5620	COMPUTER SUPPLIES	100
100	01-01-5670	OFFICE SUPPLIES	100
4,000	01-01-5680	POSTAGE	4,000
100	01-01-5720	STATIONERY	100
300	01-01-5799	OTHER MATERIALS & SUPPLIES	300
1,500	01-01-5810	CONFERENCE & MEETING REGISTRATION	1,500
50	01-01-5820	LOCAL MILEAGE,PARKING & TOLLS	50
250	01-01-5840	MEALS	250
69,159			69,159
GENERAL FUND--01			
CONSERVATION COMMISSION--02			
300	01-02-5540	PRINTING & COPYING SERVICES	300
4,000	01-02-5599	OTHER CONTRACTURAL	4,000
50	01-02-5615	BOOKS & PUBLICATIONS	50
200	01-02-5625	CONCESSIONS & FOOD	200
300	01-02-5655	LANDSCAPING & PLANTING SUPPLIES	300
100	01-02-5680	POSTAGE	100
400	01-02-5690	PROGRAM SUPPLIES	400
5,350			5,350
GENERAL FUND--01			
FIRE AND POLICE COMMISSION--03			
-	01-03-5270	LEGAL-REVIEW	-
15,000	01-03-5299	OTHER PROFESSIONAL SERVICES	15,000
500	01-03-5410	ADVERTISING & LEGAL PUBLICATION	500
-	01-03-5550	PROFESSIONAL ASSOCIATIONS	-
1,000	01-03-5625	CONCESSIONS & FOOD	1,000
400	01-03-5799	OTHER MATERIALS & SUPPLIES	400
16,900		TOTAL EXPENDITURES	16,900
GENERAL FUND--01			
HISTORICAL COMMISSION--04			
-	01-04-5799	OTHER MATERIALS & SUPPLIES	-
GENERAL FUND--01			
PLAN COMMISSION--05			
1,000	01-05-5270	LEGAL-REVIEW	1,000
500	01-05-5299	OTHER PROFESSIONAL SERVICES	500
500	01-05-5410	ADVERTISING & LEGAL PUBLICATION	500
250	01-05-5540	PRINTING & COPYING SERVICES	250
250	01-05-5599	OTHER CONTRACTUAL	250
-	01-05-5670	OFFICE SUPPLIES	-
-	01-05-5680	POSTAGE	-
-	01-05-5799	OTHER MATERIALS & SUPPLIES	-
2,500			2,500

FY 2012 APPROPRIATION ORDINANCE

BUDGET	ACCT #	DESCRIPTION	APPROPRIATION
GENERAL FUND--01			
RECREATION COMMISSION--06			
100	01-06-5690	PROGRAM SUPPLIES	100
100	01-06-5799	OTHER MATERIALS & SUPPLIES	100
300	01-06-5810	CONFERENCE & MEETING REGISTRATION	300
<u>500</u>			<u>500</u>
GENERAL FUND--01			
BEAUTIFICATION COMMISSION--07			
-	01-07-5220	CONSULTING	-
400	01-07-5410	ADVERTISING & LEGAL PUBLICATION	400
800	01-07-5475	FORESTRY & LANDSCAPING SERVICES	800
200	01-07-5540	PRINTING & COPYING SERVICES	200
300	01-07-5625	CONCESSIONS & FOOD	300
1,000	01-07-5655	LANDSCAPING AND PLANTING SUPPLIES	1,000
-	01-07-5680	POSTAGE	-
3,800	01-07-5690	PROGRAM SUPPLIES	3,800
<u>6,500</u>			<u>6,500</u>
GENERAL FUND--01			
ZBA--09			
250	01-09-5270	LEGAL-REVIEW	250
750	01-09-5410	ADVERTISING & LEGAL PUBLICATION	750
<u>1,000</u>			<u>1,000</u>
GENERAL FUND--01			
VILLAGE MANAGER'S OFFICE--10			
289,769	01-10-5020	WAGES-FULL TIME SALARIED	289,769
3,402	01-10-5030	WAGES-PART TIME HOURLY	3,402
19,391	01-10-5110	EMPLOYER FICA/MEDICARE	19,391
68,105	01-10-5120	EMPLOYER IMRF	68,105
544	01-10-5140	INSURANCE-GROUP LIFE & AD&D	544
40,648	01-10-5150	INSURANCE-GROUP MEDICAL	40,648
2,537	01-10-5160	INSURANCE-GROUP DENTAL	2,537
1,700	01-10-5190	INSURANCE-UNEMPLOYMENT COMPENSATION	1,700
1,625	01-10-5280	MEDICAL	1,625
5,000	01-10-5299	OTHER PROFESSIONAL SERVICES	5,000
14,000	01-10-5340	R & M-POLICE EQUIPMENT	14,000
4,000	01-10-5410	ADVERTISING & LEGAL PUBLICATION	4,000
65	01-10-5490	INTERGOVERNMENTAL FEES & DUES	65
11,250	01-10-5530	ORDINANCE CODIFICATION	11,250
3,600	01-10-5540	PRINTING & COPYING SERVICES	3,600
4,000	01-10-5550	PROFESSIONAL ASSOCIATIONS	4,000
500	01-10-5560	PURCHASED PROGRAM SERVICES	500
600	01-10-5590	TRAINING	600
500	01-10-5615	BOOKS & PUBLICATIONS	500
-	01-10-5625	CONCESSIONS & FOOD	-
-	01-10-5630	COPIER SUPPLIES	-
9,500	01-10-5670	OFFICE SUPPLIES	9,500
20,574	01-10-5680	POSTAGE	20,574
1,600	01-10-5690	PROGRAM SUPPLIES	1,600
3,000	01-10-5720	STATIONERY	3,000
500	01-10-5799	OTHER MATERIALS & SUPPLIES	500
1,100	01-10-5810	CONFERENCE & MEETING REGISTRATION	1,100
1,000	01-10-5820	LOCAL MILEAGE,PARKING & TOLLS	1,000
2,000	01-10-5830	LODGING	2,000
1,000	01-10-5840	MEALS	1,000
-	01-10-5910	CONTINGENCIES	-
<u>511,510</u>			<u>511,510</u>

FY 2012 APPROPRIATION ORDINANCE

BUDGET	ACCT #	DESCRIPTION	APPROPRIATION
GENERAL FUND--01			
LEGAL SERVICES--11			
-	01-11-5220	CONSULTING	-
25,000	01-11-5250	LEGAL-PROSECUTION	25,000
50,000	01-11-5260	LEGAL-LITIGATION	50,000
200,000	01-11-5270	LEGAL-REVIEW	200,000
-	01-11-5299	OTHER PROFESSIONAL SERVICES	-
<u>275,000</u>			<u>275,000</u>
GENERAL FUND--01			
FINANCE DEPARTMENT--12			
70,040	01-12-5010	WAGES-FULL TIME SALARIED	70,040
37,084	01-12-5025	WAGES-FULL TIME HOURLY	37,084
1,062	01-12-5030	WAGES-PART TIME HOURLY	1,062
1,751	01-12-5040	WAGES-OVERTIME 1.5X	1,751
9,140	01-12-5110	EMPLOYER FICA/MEDICARE	9,140
31,365	01-12-5120	EMPLOYER IMRF	31,365
178	01-12-5140	INSURANCE-GROUP LIFE & AD&D	178
24,337	01-12-5150	INSURANCE-GROUP MEDICAL	24,337
1,332	01-12-5160	INSURANCE-GROUP DENTAL	1,332
450	01-12-5190	INSURANCE-UNEMPLOYMENT COMPENSATION	450
28,500	01-12-5210	AUDIT	28,500
3,000	01-12-5220	CONSULTING	3,000
3,500	01-12-5299	OTHER PROFESSIONAL SERVICES	3,500
1,740	01-12-5410	ADVERTISING & LEGAL PUBLICATION	1,740
3,000	01-12-5435	BANK SERVICE CHARGES	3,000
389,705	01-12-5520	LIABILITY INSURANCE	389,705
1,000	01-12-5540	PRINTING & COPYING SERVICES	1,000
700	01-12-5550	PROFESSIONAL ASSOCIATIONS	700
15,000	01-12-5560	PURCHASED PROGRAM SERVICES	15,000
500	01-12-5590	TRAINING	500
500	01-12-5599	OTHER CONTRACTURAL	500
100	01-12-5615	BOOKS & PUBLICATIONS	100
400	01-12-5620	COMPUTER SUPPLIES	400
3,000	01-12-5670	OFFICE SUPPLIES	3,000
100	01-12-5680	POSTAGE	100
500	01-12-5690	PROGRAM SUPPLIES	500
-	01-12-5710	SERVICE AND REPAIR PARTS	-
500	01-12-5810	CONFERENCE & MEETING REGISTRATION	500
50	01-12-5820	LOCAL MILEAGE,PARKING & TOLLS	50
600	01-12-5830	LODGING	600
200	01-12-5840	MEALS	200
<u>629,334</u>			<u>629,334</u>
GENERAL FUND--01			
BUILDING CODE AND ENFORCEMENT--13			
122,438	01-13-5020	WAGES-FULL TIME SALARIED	122,438
209,939	01-13-5025	WAGES-FULL TIME HOURLY	209,939
26,878	01-13-5030	WAGES-PART TIME HOURLY	26,878
3,102	01-13-5040	WAGES-OVERTIME 1.5X	3,102
27,720	01-13-5110	EMPLOYER FICA/MEDICARE	27,720
59,447	01-13-5120	EMPLOYER IMRF	59,447
551	01-13-5140	INSURANCE-GROUP LIFE & AD&D	551
50,526	01-13-5150	INSURANCE-GROUP MEDICAL	50,526
2,764	01-13-5160	INSURANCE-GROUP DENTAL	2,764
1,400	01-13-5190	INSURANCE-UNEMPLOYMENT COMPENSATION	1,400
-	01-13-5270	LEGAL-REVIEW	-
16,500	01-13-5299	OTHER PROFESSIONAL SERVICES	16,500
-	01-13-5310	R & M-COMMUNICATIONS EQUIPMENT	-
-	01-13-5340	R & M-POLICE EQUIPMENT	-
800	01-13-5380	R & M-VEHICLES	800
1,000	01-13-5410	ADVERTISING & LEGAL PUBLICATION	1,000
400	01-13-5490	INTERGOVERNMENTAL FEES & DUES	400
500	00-13-5540	PRINTING & COPYING SERVICES	500
1,200	01-13-5550	PROFESSIONAL ASSOCIATIONS	1,200
-	01-13-5560	PURCHASED PROGRAM SERVICES	-

FY 2012 APPROPRIATION ORDINANCE

BUDGET	ACCT #	DESCRIPTION	APPROPRIATION
2,000	01-13-5590	TRAINING	2,000
-	01-13-5615	BOOKS & PUBLICATIONS	-
-	01-13-5620	COMPUTER SUPPLIES	-
1,500	01-13-5670	OFFICE SUPPLIES	1,500
-	01-13-5680	POSTAGE	-
-	01-13-5700	PROTECTIVE CLOTHING & EQUIPMENT	-
-	01-13-5715	SMALL TOOLS	-
-	01-13-5720	STATIONERY	-
-	01-13-5762	UNIFORMS	-
3,000	01-13-5810	CONFERENCE & MEETING REGISTRATION	3,000
500	01-13-5820	LOCAL MILEAGE,PARKING & TOLLS	500
600	01-13-5830	LODGING	600
400	01-13-5840	MEALS	400
500	01-13-5850	PURCHASED TRANSPORTATION	500
<u>533,665</u>			<u>533,665</u>
GENERAL FUND--01			
INFORMATION SERVICES--14			
30,000	01-14-5230	DATA PROCESSING	30,000
50,000	01-14-5299	OTHER PROFESSIONAL SERVICES	50,000
-	01-14-5320	R & M-DATA PROCESSING EQUIPMENT	-
15,000	01-14-5500	ISP'S & DATA SERVICES	15,000
155,000	01-14-5580	TELEPHONE-LOCAL,LD,WIRELESS,PAGER	155,000
2,000	01-14-5620	COMPUTER SUPPLIES	2,000
-	01-14-5910	CONTINGENCIES	-
60,000	01-14-6530	EQUIP. DATA PROCESSING	60,000
<u>312,000</u>			<u>312,000</u>
GENERAL FUND--01			
POLICE FORFEITURE--18			
-	01-18-5340	R & M-POLICE EQUIPMENT	-
-	01-18-5380	R & M-VEHICLES	-
2,030	01-18-5560	PURCHASED PROGRAM SERVICES	2,030
-	01-18-5675	POLICE SUPPLIES	-
-	01-18-6530	EQUIP. DATA PROCESSING	-
<u>2,030</u>			<u>2,030</u>
GENERAL FUND--01			
E-911 SERVICES--19			
160,305	01-19-5025	WAGES-FULL TIME HOURLY	160,305
45,000	01-19-5030	WAGES-PART TIME HOURLY	45,000
12,407	01-19-5110	EMPLOYER FICA/MEDICARE	12,407
26,224	01-19-5120	EMPLOYER IMRF	26,224
194	01-19-5140	INSURANCE-GROUP LIFE & AD&D	194
29,028	01-19-5150	INSURANCE-GROUP MEDICAL	29,028
1,789	01-19-5160	INSURANCE-GROUP DENTAL	1,789
650	01-19-5190	INSURANCE-UNEMPLOYMENT COMPENSATION	650
5,000	01-19-5310	R & M-COMMUNICATIONS EQUIPMENT	5,000
1,000	01-19-5320	R & M-DATA PROCESSING EQUIPMENT	1,000
1,000	01-19-5490	INTERGOVERNMENTAL FEES & DUES	1,000
-	01-19-6530	EQUIP. DATA PROCESSING	-
<u>282,597</u>			<u>282,597</u>

FY 2012 APPROPRIATION ORDINANCE

BUDGET	ACCT #	DESCRIPTION	APPROPRIATION
GENERAL FUND--01			
POLICE DEPARTMENT--20			
407,566	01-20-5020	WAGES-FULL TIME SALARIED	407,566
2,300,570	01-20-5025	WAGES-FULL TIME HOURLY	2,300,570
109,824	01-20-5030	WAGES-PART TIME HOURLY	109,824
230,000	01-20-5040	WAGES-OVERTIME 1.5X	230,000
20,000	01-20-5065	TUITION REIMBURSEMENT	20,000
1,052,504	01-20-5080	POLICE PENSION CONTRIBUTION	1,052,504
15,000	01-20-5099	OTHER COMPENSATION	15,000
61,665	01-20-5110	EMPLOYER FICA/MEDICARE	61,665
25,998	01-20-5120	EMPLOYER IMRF	25,998
2,093	01-20-5140	INSURANCE-GROUP LIFE & AD&D	2,093
411,047	01-20-5150	INSURANCE-GROUP MEDICAL	411,047
27,301	01-20-5160	INSURANCE-GROUP DENTAL	27,301
3,000	01-20-5170	INSURANCE-SUPPLEMENTAL VISION	3,000
11,000	01-20-5190	INSURANCE-UNEMPLOYMENT COMPENSATION	11,000
500	01-20-5280	MEDICAL	500
1,800	01-20-5299	OTHER PROFESSIONAL SERVICES	1,800
26,000	01-20-5310	R & M-COMMUNICATIONS EQUIPMENT	26,000
-	01-20-5320	R & M-DATA PROCESSING EQUIPMENT	-
6,000	01-20-5340	R & M-POLICE EQUIPMENT	6,000
2,500	01-20-5350	R & M-OFFICE EQUIPMENT	2,500
6,500	01-20-5380	R & M-VEHICLES	6,500
500	01-20-5399	R & M-OTHER EQUIPMENT	500
150	01-20-5410	ADVERTISING & LEGAL PUBLICATION	150
200	01-20-5460	EQUIPMENT RENTAL	200
16,500	01-20-5490	INTERGOVERNMENTAL FEES & DUES	16,500
325	01-20-5515	LAUNDRY SERVICES	325
5,000	01-20-5540	PRINTING & COPYING SERVICES	5,000
1,000	01-20-5550	PROFESSIONAL ASSOCIATIONS	1,000
20,000	01-20-5560	PURCHASED PROGRAM SERVICES	20,000
12,325	01-20-5590	TRAINING	12,325
5,500	01-20-5605	AMMUNITION & RANGE SUPPLIES	5,500
500	01-20-5610	AWARDS	500
1,000	11-20-5615	BOOKS & PUBLICATIONS	1,000
500	01-20-5620	COMPUTER SUPPLIES	500
1,500	01-20-5625	CONCESSIONS & FOOD	1,500
500	01-20-5630	COPIER SUPPLIES	500
200	01-20-5650	FUEL	200
3,000	01-20-5670	OFFICE SUPPLIES	3,000
2,500	01-20-5675	POLICE SUPPLIES	2,500
200	01-20-5680	POSTAGE	200
3,500	01-20-5690	PROGRAM SUPPLIES	3,500
100	01-20-5720	STATIONERY	100
15,000	01-20-5765	UNIFORMS	15,000
500	01-20-5799	OTHER MATERIALS & SUPPLIES	500
1,000	01-20-5810	CONFERENCE & MEETING REGISTRATION	1,000
500	01-20-5820	LOCAL MILEAGE,PARKING & TOLLS	500
2,000	01-20-5830	LODGING	2,000
1,000	01-20-5840	MEALS	1,000
500	01-20-5850	PURCHASED TRANSPORTATION	500
<u>4,816,368</u>			<u>4,816,368</u>

FY 2012 APPROPRIATION ORDINANCE

BUDGET	ACCT #	DESCRIPTION	APPROPRIATION
GENERAL FUND--01			
FIRE DEPARTMENT-25			
104,635	01-25-5020	WAGES-FULL TIME SALARIED	104,635
1,960,812	01-25-5025	WAGES-FULL TIME HOURLY	1,960,812
313,693	01-25-5040	WAGES-OVERTIME 1.5X	313,693
10,192	01-25-5065	TUITION REIMBURSEMENT	10,192
554,919	01-25-5080	PENSION-REGULAR	554,919
36,474	01-25-5110	EMPLOYER FICA/MEDICARE	36,474
1,523	01-25-5140	INSURANCE-GROUP LIFE & AD&D	1,523
307,269	01-25-5150	INSURANCE-GROUP MEDICAL	307,269
20,513	01-25-5160	INSURANCE-GROUP DENTAL	20,513
7,100	01-25-5190	INSURANCE-UNEMPLOYMENT COMPENSATION	7,100
23,750	01-25-5199	OTHER BENEFITS	23,750
9,000	01-25-5280	MEDICAL	9,000
5,000	01-25-5305	R & M-BUILDINGS	5,000
3,500	01-25-5310	R & M-COMMUNICATIONS EQUIPMENT	3,500
5,000	01-25-5330	R & M-FIRE & EMS EQUIPMENT	5,000
3,000	01-25-5350	R & M-OFFICE EQUIPMENT	3,000
200	01-25-5380	R & M-VEHICLES	200
5,000	01-25-5399	R & M-OTHER EQUIPMENT	5,000
8,000	01-25-5490	INTERGOVERNMENTAL FEES & DUES	8,000
4,700	01-25-5510	JANITORIAL	4,700
250	01-25-5540	PRINTING & COPYING SERVICES	250
772	01-25-5550	PROFESSIONAL ASSOCIATIONS	772
24,000	01-25-5560	PURCHASED PROGRAM SERVICES	24,000
2,000	01-25-5590	TRAINING	2,000
500	01-25-5615	BOOKS & PUBLICATIONS	500
750	01-25-5620	COMPUTER SUPPLIES	750
200	01-25-5625	CONCESSIONS & FOOD	200
500	01-25-5630	COPIER SUPPLIES	500
9,000	01-25-5640	EMS SUPPLIES	9,000
8,000	01-25-5645	FIREFIGHTING SUPPLIES	8,000
1,000	01-25-5670	OFFICE SUPPLIES	1,000
100	01-25-5680	POSTAGE	100
5,000	01-25-5690	PROGRAM SUPPLIES	5,000
500	01-25-5710	SERVICE & REPAIR PARTS	500
400	01-25-5715	SMALL TOOLS	400
750	01-25-5760	TRAINING SUPPLIES	750
20,000	01-25-5765	UNIFORMS	20,000
1,000	01-25-5810	CONFERENCE & MEETING REGISTRATION	1,000
200	01-25-5820	LOCAL MILEAGE,PARKING & TOLLS	200
2,000	01-25-5830	LODGING	2,000
1,000	01-25-5840	MEALS	1,000
<u>3,462,202</u>			<u>3,462,202</u>

FY 2012 APPROPRIATION ORDINANCE

BUDGET	ACCT #	DESCRIPTION	APPROPRIATION
GENERAL FUND--01			
PUBLIC WORKS-ADMINISTRATION--30			
90,367	01-30-5020	WAGES-FULL TIME SALARIED	90,367
782,085	01-30-5025	WAGES-FULL TIME HOURLY	782,085
18,870	01-30-5035	WAGES-SEASONAL HOURLY	18,870
84,235	01-30-5040	WAGES-OVERTIME 1.5X	84,235
26,400	01-30-5080	PENSION-REGULAR	26,400
66,273	01-30-5110	EMPLOYER FICA/MEDICARE	66,273
153,512	01-30-5120	EMPLOYER IMRF	153,512
1,134	01-30-5140	INSURANCE-GROUP LIFE & AD&D	1,134
176,195	01-30-5150	INSURANCE-GROUP MEDICAL	176,195
10,444	01-30-5160	INSURANCE-GROUP DENTAL	10,444
4,000	01-30-5190	INSURANCE-UNEMPLOYMENT COMPENSATION	4,000
1,500	01-30-5280	MEDICAL	1,500
400	01-30-5299	OTHER PROFESSIONAL SERVICES	400
300	01-30-5310	R & M-COMMUNICATIONS EQUIPMENT	300
4,500	01-30-5350	R & M-OFFICE EQUIPMENT	4,500
250	01-30-5380	R & M-VEHICLES	250
700	00-30-5410	ADVERTISING & LEGAL PUBLICATION	700
12,500	01-30-5510	JANITORIAL	12,500
9,000	01-30-5515	LAUNDRY SERVICES	9,000
250	01-30-5540	PRINTING & COPYING SERVICES	250
400	01-30-5550	PROFESSIONAL ASSOCIATIONS	400
-	01-30-5590	TRAINING	-
300	01-30-5595	UTILITIES LOCATION SERVICES	300
50	01-30-5615	BOOKS & PUBLICATIONS	50
100	01-30-5620	COMPUTER SUPPLIES	100
800	01-30-5630	COPIER SUPPLIES	800
500	01-30-5670	OFFICE SUPPLIES	500
100	01-30-5680	POSTAGE	100
6,000	01-30-5690	PROGRAM SUPPLIES	6,000
2,000	01-30-5700	PROTECTIVE CLOTHING AND EQUIPMENT	2,000
-	01-30-5710	SERVICE & REPAIR PARTS	-
-	01-30-5799	OTHER MATERIALS AND SUPPLIES	-
300	01-30-5810	CONFERENCE & MEETING REGISTRATION	300
100	01-30-5820	LOCAL MILEAGE, PARKING & TOLLS	100
<u>1,453,565</u>			<u>1,453,565</u>
GENERAL FUND--01			
BUILDING MAINTENANCE--31			
35,000	01-31-5305	R & M - BUILDINGS	35,000
500	01-31-5310	R & M-COMMUNICATIONS EQUIPMENT	500
1,500	01-31-5350	R & M-OFFICE EQUIPMENT	1,500
4,000	01-31-5475	FORESTRY & LANDSCAPING SERVICES	4,000
750	01-31-5690	PROGRAM SUPPLIES	750
-	01-31-5710	SERVICE AND REPAIR PARTS	-
-	01-31-5715	SMALL TOOLS	-
5,000	01-31-5770	UTILITIES-VILLAGE BUILDINGS	5,000
<u>46,750</u>			<u>46,750</u>
GENERAL FUND--01			
COMMUTER STATION MAINTENANCE--32			
2,000	01-32-5305	R & M BUILDINGS	2,000
1,500	01-32-5475	FORESTRY & LANDSCAPING SERVICES	1,500
500	01-32-5540	PRINTING AND COPYING SERVICES	500
400	01-32-5690	PROGRAM SUPPLIES	400
<u>4,400</u>			<u>4,400</u>

FY 2012 APPROPRIATION ORDINANCE

BUDGET	ACCT #	DESCRIPTION	APPROPRIATION
GENERAL FUND--01			
FORESTRY--33			
500	01-33-5360	R & M-PUBLIC WORKS EQUIPMENT	500
500	01-33-5460	EQUIPMENT RENTAL	500
180,000	01-33-5475	FORESTRY & LANDSCAPING SERVICES	180,000
1,500	01-33-5550	PROFESSIONAL ASSOCIATIONS	1,500
5,000	01-33-5560	PURCHASED PROGRAM SERVICES	5,000
-	01-33-5580	TELEPHONE-LOCAL,LD,WIRELESS,PAGER	-
100	01-33-5615	BOOKS & PUBLICATIONS	100
31,850	01-33-5655	LANDSCAPING & PLANTING SUPPLIES	31,850
1,500	01-33-5690	PROGRAM SUPPLIES	1,500
200	01-33-5700	PROTECTIVE CLOTHING & EQUIPMENT	200
700	01-33-5710	SERVICE & REPAIR PARTS	700
1,000	01-33-5715	SMALL TOOLS	1,000
1,500	01-33-5765	UNIFORMS	1,500
575	01-33-5810	CONFERENCE & MEETING REGISTRATION	575
50	01-33-5820	LOCAL MILEAGE,PARKING & TOLLS	50
250	01-33-5840	MEALS	250
<u>225,225</u>			<u>225,225</u>
GENERAL FUND--01			
VEHICLE MAINTENANCE--34			
500	01-34-5310	R & M-COMMUNICATIONS EQUIPMENT	500
8,000	01-34-5360	R & M-PUBLIC WORKS EQUIPMENT	8,000
15,000	01-34-5380	R & M-VEHICLES	15,000
1,500	01-34-5399	R & M-OTHER EQUIPMENT	1,500
18,000	01-34-5450	CONTRACT LABOR	18,000
500	01-34-5460	EQUIPMENT RENTAL	500
-	01-34-5515	LAUNDRY SERVICES	-
3,100	01-34-5560	PURCHASED PROGRAM SERVICES	3,100
700	01-34-5590	TRAINING	700
-	01-34-5599	OTHER CONTRACTURAL	-
200	01-34-5615	BOOKS & PUBLICATIONS	200
160,000	01-34-5650	FUEL	160,000
7,000	01-34-5660	LUBRICANTS & FLUIDS	7,000
100	01-34-5680	POSTAGE	100
2,500	01-34-5690	PROGRAM SUPPLIES	2,500
500	01-34-5700	PROTECTIVE CLOTHING & EQUIPMENT	500
65,000	01-34-5710	SERVICE & REPAIR PARTS	65,000
4,000	01-34-5715	SMALL TOOLS	4,000
300	01-34-5765	UNIFORMS	300
-	01-34-5810	CONFERENCE & MEETING REGISTRATION	-
50	01-34-5820	LOCAL MILEAGE,PARKING & TOLLS	50
<u>286,950</u>			<u>286,950</u>
GENERAL FUND--01			
PARKS MAINTENANCE--35			
2,500	01-35-5305	R & M-BUILDINGS	2,500
5,000	01-35-5370	R & M-RECREATION EQUIPMENT	5,000
2,500	01-35-5460	EQUIPMENT RENTAL	2,500
5,000	01-35-5510	JANITORIAL	5,000
2,000	01-35-5560	PURCHASED PROGRAM SERVICES	2,000
500	01-35-5655	LANDSCAPING & PLANTING SUPPLIES	500
5,000	01-35-5690	PROGRAM SUPPLIES	5,000
500	01-35-5710	SERVICE & REPAIR PARTS	500
500	01-35-5715	SMALL TOOLS	500
200	01-35-5765	UNIFORMS	200
15,000	01-35-6350	PARK CONSTRUCTION/IMPROVEMENTS	15,000
<u>38,700</u>			<u>38,700</u>

FY 2012 APPROPRIATION ORDINANCE

BUDGET	ACCT #	DESCRIPTION	APPROPRIATION
GENERAL FUND--01			
STREETS MAINTENANCE--36			
500	01-36-5365	R & M-STREETS AND ALLEYS	500
500	01-36-5450	CONTRACT LABOR	500
500	01-36-5460	EQUIPMENT RENTAL	500
300	01-36-5490	INTERGOVERNMENTAL FEES & DUES	300
1,000	01-36-5540	PRINTING & COPYING SERVICES	1,000
3,000	01-36-5560	PURCHASED PROGRAM SERVICES	3,000
55,000	01-36-5570	STREET LIGHT & TRAFFIC SIGNALS	55,000
1,300	01-36-5590	TRAINING	1,300
500	01-36-5599	OTHER CONTRACTURAL	500
2,000	01-36-5655	LANDSCAPING & PLANTING SUPPLIES	2,000
3,000	01-36-5680	POSTAGE	3,000
11,000	01-36-5690	PROGRAM SUPPLIES	11,000
2,000	01-36-5700	PROTECTIVE CLOTHING & EQUIPMENT	2,000
1,000	01-36-5710	SERVICE & REPAIR PARTS	1,000
400	01-36-5715	SMALL TOOLS	400
8,000	01-36-5730	STREET MATERIALS-AGGREGATE	8,000
13,000	01-36-5735	STREET MATERIALS-BITUMINUM	13,000
90,000	01-36-5745	STREET MATERIALS-SALT & SAND	90,000
18,000	01-36-5750	STREET MATERIALS-SIGNS & BARRICADES	18,000
3,000	01-36-5755	STREET MATERIALS-OTHER	3,000
-	01-36-5765	UNIFORMS	-
240,000	01-36-5775	UTILITIES-PUBLIC WAY	240,000
-	01-36-5799	OTHER MATERIALS & SUPPLIES	-
55,000	01-36-6300	STREET SYSTEM CONSTRUCTION	55,000
<u>509,000</u>			<u>509,000</u>
GENERAL FUND--01			
PARKS & RECREATION-ADMINISTRATIVE-40			
61,572	01-40-5025	WAGES-FULL TIME HOURLY	61,572
71,282	01-40-5035	WAGES-SEASONAL HOURLY	71,282
10,163	01-40-5110	EMPLOYER FICA/MEDICARE	10,163
14,706	01-40-5120	EMPLOYER IMRF	14,706
65	01-40-5140	INSURANCE-GROUP LIFE & AD&D	65
16,084	01-40-5150	INSURANCE-GROUP MEDICAL	16,084
1,141	01-40-5160	INSURANCE-GROUP DENTAL	1,141
1,500	01-40-5190	INSURANCE-UNEMPLOYMENT COMPENSATION	1,500
600	01-40-5280	MEDICAL	600
5,000	01-40-5350	R & M-OFFICE EQUIPMENT	5,000
500	01-40-5370	R & M-RECREATION EQUIPMENT	500
500	01-40-5410	ADVERTISING & LEGAL PUBLICATION	500
250	01-40-5460	EQUIPMENT RENTAL	250
400	01-40-5540	PRINTING & COPYING SERVICES	400
950	01-40-5550	PROFESSIONAL ASSOCIATIONS	950
75,223	01-40-5560	PURCHASED PROGRAM SERVICES	75,223
300	01-40-5590	TRAINING	300
100	01-40-5615	BOOKS & PUBLICATIONS	100
200	01-40-5620	COMPUTER SUPPLIES	200
200	01-40-5625	CONCESSIONS & FOOD	200
400	01-40-5670	OFFICE SUPPLIES	400
4,500	01-40-5680	POSTAGE	4,500
1,500	01-40-5690	PROGRAM SUPPLIES	1,500
150	01-40-5765	UNIFORMS	150
50	01-40-5799	OTHER MATERIALS & SUPPLIES	50
500	01-40-5810	CONFERENCE & MEETING REGISTRATION	500
50	01-40-5820	LOCAL MILEAGE,PARKING & TOLLS	50
50	01-40-5840	MEALS	50
<u>267,936</u>			<u>267,936</u>

FY 2012 APPROPRIATION ORDINANCE

BUDGET	ACCT #	DESCRIPTION	APPROPRIATION
GENERAL FUND--01			
YOUTH RECREATION PROGRAMS--41			
200	01-41-5590	TRAINING	200
2,000	01-41-5690	PROGRAM SUPPLIES	2,000
2,200			2,200
GENERAL FUND--01			
YOUTH SPORTS PROGRAMS--42			
-	01-42-5690	PROGRAM SUPPLIES	-
GENERAL FUND--01			
SUMMER CAMP PROGRAM - 43			
5,000	01-43-5560	PURCHASED PROGRAM SERVICES	5,000
-	01-43-5590	TRAINING	-
1,200	01-43-5690	PROGRAM SUPPLIES	1,200
6,200		TOTAL	6,200
GENERAL FUND--01			
ADULT/TEEN RECREATION PROGRAMS--44			
-	01-44-5690	PROGRAM SUPPLIES	-
GENERAL FUND--01			
ADULT/TEEN SPORTS AND FITNESS PROGRAMS--45			
300	01-45-5690	PROGRAM SUPPLIES	300
GENERAL FUND--01			
RECREATION OUTINGS--46			
21,567	01-46-5560	PURCHASED PROGRAM SERVICES	21,567
-	01-46-5690	PROGRAM SUPPLIES	-
21,567			21,567
GENERAL FUND--01			
COOPERATIVE PROGRAMS--47			
3,375	01-47-5560	PURCHASED PROGRAM SERVICES	3,375
GENERAL FUND--01			
CONTRACT PROGRAMS--48			
30,000	01-48-5450	CONTRACT LABOR	30,000
2,500	01-48-5470	FACILITY RENTAL	2,500
32,500			32,500
GENERAL FUND--01			
COMMUNITY EVENTS--50			
700	01-50-5410	ADVERTISING & LEGAL PUBLICATION	700
-	01-50-5460	EQUIPMENT RENTAL	-
-	01-50-5510	JANITORIAL	-
-	01-50-5540	PRINTING & COPYING SERVICES	-
9,150	01-50-5560	PURCHASED PROGRAM SERVICES	9,150
-	01-50-5599	OTHER CONTRACTUAL	-
-	01-50-5610	AWARDS	-
600	01-50-5625	CONCESSIONS & FOOD	600
1,300	01-50-5690	PROGRAM SUPPLIES	1,300
-	01-50-5799	OTHER MATERIALS & SUPPLIES	-
11,750			11,750

FY 2012 APPROPRIATION ORDINANCE

BUDGET	ACCT #	DESCRIPTION	APPROPRIATION
GENERAL FUND--01			
FOURTH OF JULY EVENTS--52			
400	01-52-5460	EQUIPMENT RENTAL	400
200	01-52-5510	JANITORIAL	200
8,000	01-52-5560	PURCHASED PROGRAM SERVICES	8,000
50	01-52-5610	AWARDS	50
-	01-52-5625	CONCESSIONS & FOOD	-
100	01-52-5690	PROGRAM SUPPLIES	100
<u>8,750</u>			<u>8,750</u>
MOTOR FUEL TAX FUND--11			
-	11-00-5240	ENGINEERING	-
-	11-00-6300	STREET SYSTEM CONSTRUCTION/IMPROVE	-
<u>-</u>			<u>-</u>
CONGRESS PARK TIF FUND			
5,000	14-00-5220	CONSULTING	5,000
5,000	14-00-5270	LEGAL - REVIEW	5,000
<u>10,000</u>			<u>10,000</u>
OGDEN AVE. TIF FUND			
500	15-00-5210	AUDIT	500
5,000	15-00-5220	CONSULTING	5,000
5,000	15-00-5270	LEGAL	5,000
500	15-00-5410	ADVERTISING AND PUBLICATION	500
500	15-00-5599	OTHER CONTRACTUAL	500
<u>11,500</u>			<u>11,500</u>
HOTEL MOTEL TAX FUND - 16			
-	16-00-5220	CONSULTING	-
-	16-00-5410	ADVERTISING AND LEGAL PUBLICATION	-
<u>-</u>			<u>-</u>
DEBT SERVICE FUND--31			
4,200	31-00-7110	PAYING AGENT FEES	4,200
20,000	31-00-7260	PRINCIPAL-SERIES 1998 GO BONDS	20,000
-	31-00-7270	PRINCIPAL-SERIES 1998A GO REFUND BN	-
-	31-00-7280	PRINCIPAL-SERIES 1998B GO REFUND BN	-
19,536	31-00-7300	PRINCIPAL-SERIES 2000A GO BONDS	19,536
-	31-00-7320	PRINCIPAL-2001 FIRE TRUCK INSTALL N	-
320,000	31-00-7330	PRINCIPAL-SERIES 2003 DEBT CERTS	320,000
100,000	31-00-7340	PRINCIPAL-SERIES 2004 DEBT CERTS	100,000
165,000	31-00-7350	PRINCIPAL-SERIES 2004A REFUND BONDS	165,000
45,000	31-00-7360	PRINCIPAL-SERIES 2004B REFUND BONDS	45,000
170,000	31-00-7370	PRINCIPAL -SERIES 2006B GO BONDS	170,000
111,523	31-00-7380	PRINCIPAL PUMPER TRUCK - 2007	111,523
59,469	31-00-7381	PRINCIPAL - SQUAD CAR PURCHASE	59,469
15,561	31-00-7388	PRINCIPAL - GRADER LEASE	15,561
78,467	31-00-7389	INSTALLMENT NOTE - VILLAGE EQUIPMENT	78,467
107,755	31-00-7390	INSTALLMENT NOTE - COMPUTER	107,755
52,055	31-00-7391	INSTALLMENT NOTE - SWEEPER	52,055
7,183	31-00-7660	INTEREST-SERIES 1998 GO BONDS	7,183
-	31-00-7670	INTEREST-SERIES 1998A GO REFUND BN	-
-	31-00-7680	INTEREST-SERIES 1998B GO REFUND BN	-
11,484	31-00-7700	INTEREST-SERIES 2000A GO BONDS	11,484
-	31-00-7720	INTEREST-2001 FIRE TRUCK INSTALL N	-
159,460	31-00-7730	INTEREST-SERIES 2003 DEBT CERTS	159,460
34,250	31-00-7740	INTEREST-SERIES 2004 DEBT CERTS	34,250
5,610	31-00-7750	INTEREST-SERIES 2004A REFUND BONDS	5,610
1,530	31-00-7760	INTEREST-SERIES 2004B REFUND BONDS	1,530
157,966	31-00-7770	INTEREST -SERIES 2006B GO BONDS	157,966
5,088	31-00-7781	INTEREST - SQUAD CAR PURCHASE	5,088

FY 2012 APPROPRIATION ORDINANCE

BUDGET	ACCT #	DESCRIPTION	APPROPRIATION
15,707	31-00-7785	INTEREST AERIAL TRUCK - 2007	15,707
3,775	31-00-7788	INTEREST - GRADER LEASE	3,775
17,000	31-00-7789	INTEREST - INSTALLMENT NOTE VILLAGE EQUIP	17,000
97	31-00-7790	INT INSTALLMENT NOTE - COMPUTER SOFTWARE	97
29	31-00-7791	INT INSTALLMENT NOTE - SWEEPER	29
<u>1,687,745</u>			<u>1,687,745</u>

FY 2012 APPROPRIATION ORDINANCE

BUDGET	ACCT #	DESCRIPTION	APPROPRIATION
<u>SPECIAL ASSESSMENT FUND--32</u>			
-	32-00-5270	LEGAL-REVIEW	-
-	32-00-5410	ADVERTISING & LEGAL PUBLICATION	-
-	32-00-5599	OTHER CONTRACTUAL	-
2,691	32-00-7450	SPECIAL ASSESSMENT PRINCIPAL-324	2,691
3,265	32-00-7460	SPECIAL ASSESSMENT PRINCIPAL-325	3,265
2,896	32-00-7470	SPECIAL ASSESSMENT PRINCIPAL-326	2,896
1,847	32-00-7480	SPECIAL ASSESSMENT PRINCIPAL-327	1,847
2,142	32-00-7490	SPECIAL ASSESSMENT PRINCIPAL-328	2,142
5,074	32-00-7500	SPECIAL ASSESSMENT PRINCIPAL-329	5,074
11,080	32-00-7503	SPECIAL ASSESSMENT PRINCIPAL-353	11,080
8,445	32-00-7504	SPECIAL ASSESSMENT PRINCIPAL-355	8,445
891	32-00-7505	SPECIAL ASSESSMENT PRINCIPAL-357	891
6,176	32-00-7506	SPECIAL ASSESSMENT PRINCIPAL-342	6,176
4,812	32-00-7507	SPECIAL ASSESSMENT PRINCIPAL-341	4,812
4,573	32-00-7508	SPECIAL ASSESSMENT PRINCIPAL-338	4,573
2,530	32-00-7509	SPECIAL ASSESSMENT PRINCIPAL-331	2,530
6,565	32-00-7510	SPECIAL ASSESSMENT PRINCIPAL-330	6,565
4,830	32-00-7511	SPECIAL ASSESSMENT PRINCIPAL-332	4,830
6,909	32-00-7512	SPECIAL ASSESSMENT PRINCIPAL-334	6,909
4,910	32-00-7513	SPECIAL ASSESSMENT PRINCIPAL-335	4,910
5,444	32-00-7514	SPECIAL ASSESSMENT PRINCIPAL-336	5,444
8,930	32-00-7515	SPECIAL ASSESSMENT PRINCIPAL-344	8,930
4,978	32-00-7516	SPECIAL ASSESSMENT PRINCIPAL-350	4,978
9,436	32-00-7517	SPECIAL ASSESSMENT PRINCIPAL-339	9,436
8,038	32-00-7518	SPECIAL ASSESSMENT PRINCIPAL-351	8,038
9,802	32-00-7519	SPECIAL ASSESSMENT PRINCIPAL-352	9,802
5,172	32-00-7520	SPECIAL ASSESSMENT PRINCIPAL-352	5,172
10,851	32-00-7521	SPECIAL ASSESSMENT PRINCIPAL-356	10,851
-	32-00-7800	SPECIAL ASSESSMENT INT 320	-
-	32-00-7840	SPECIAL ASSESSMENT INT 323	-
317	32-00-7850	SPECIAL ASSESSMENT INT 324	317
667	32-00-7860	SPECIAL ASSESSMENT INT 325	667
1,317	32-00-7870	SPECIAL ASSESSMENT INT 326	1,317
728	32-00-7880	SPECIAL ASSESSMENT INT 327	728
725	32-00-7890	SPECIAL ASSESSMENT INT 328	725
1,284	32-00-7900	SPECIAL ASSESSMENT INT 329	1,284
5,034	32-00-7902	SPECIAL ASSESSMENT INT 353	5,034
4,032	32-00-7903	SPECIAL ASSESSMENT INT 355	4,032
885	32-00-7904	SPECIAL ASSESSMENT INT 357	885
3,997	32-00-7905	SPECIAL ASSESSMENT INT 344	3,997
2,337	32-00-7906	SPECIAL ASSESSMENT INT 342	2,337
2,309	32-00-7907	SPECIAL ASSESSMENT INT 341	2,309
2,098	32-00-7908	SPECIAL ASSESSMENT INT 338	2,098
722	32-00-7909	SPECIAL ASSESSMENT INT 331	722
2,415	32-00-7910	SPECIAL ASSESSMENT INT 330	2,415
1,958	32-00-7911	SPECIAL ASSESSMENT INT 332	1,958
2,790	32-00-7912	SPECIAL ASSESSMENT INT 334	2,790
1,606	32-00-7913	SPECIAL ASSESSMENT INT 335	1,606
1,759	32-00-7914	SPECIAL ASSESSMENT INT 336	1,759
3,909	32-00-7915	SPECIAL ASSESSMENT INT 339	3,909
3,352	32-00-7916	SPECIAL ASSESSMENT INT 350	3,352
2,995	32-00-7918	SPECIAL ASSESSMENT INT 351	2,995
3,705	32-00-7919	SPECIAL ASSESSMENT INT 352	3,705
1,964	32-00-7920	SPECIAL ASSESSMENT INT 354	1,964
2,856	32-00-7921	SPECIAL ASSESSMENT INT 356	2,856
<u>198,048</u>			<u>198,048</u>
<u>EQUIPMENT REPLACEMENT FUND--41</u>			
60,000	41-00-6570	EQUIPMENT-PUBLIC SAFETY	60,000
-	41-00-6580	EQUIPMENT-VEHICLES	-
<u>60,000</u>			<u>60,000</u>

FY 2012 APPROPRIATION ORDINANCE

BUDGET	ACCT #	DESCRIPTION	APPROPRIATION
<u>INFRASTRUCURE PROJECT FUND--42</u>			
185,750	42-00-5240	ENGINEERING	185,750
15,000	42-00-5299	OTHER PROFESSIONAL SERVICES	15,000
774,100	42-00-6300	STREET SYSTEM CONSTRUCTION/IMPROVEME	774,100
<u>974,850</u>			<u>974,850</u>
<u>EHLERT PARK PROJECT FUND</u>			
-	43-00-5299	OTHER PROFESSIONAL SERVICES	-
30,000	43-00-5220	CONSULTING	30,000
643,765	43-00-6350	PARK CONSTRUCTION/IMPROVEMENTS	643,765
<u>673,765</u>			<u>673,765</u>
<u>WATER AND SEWER FUND--61</u>			
<u>ADMINISTRATIVE DEPARTMENT--61</u>			
49,521	61-61-5020	WAGES-FULL TIME SALARIED	49,521
302,764	61-61-5025	WAGES-FULL TIME HOURLY	302,764
49,200	61-61-5040	WAGES-OVERTIME 1.5x	49,200
30,714	61-61-5110	EMPLOYER FICA/MEDICARE	30,714
71,143	61-61-5120	EMPLOYER IMRF	71,143
62	61-61-5140	INSURANCE-GROUP LIFE & AD&D	62
16,084	61-61-5150	INSURANCE-GROUP MEDICAL	16,084
1,141	61-61-5160	INSURANCE-GROUP DENTAL	1,141
700	61-61-5190	INSURANCE-UNEMPLOYMENT COMPENSATION	700
-	61-61-5230	DATA PROCESSING	-
-	61-61-5270	LEGAL-REVIEW	-
500	61-61-5320	R & M-DATA PROCESSING EQUIPMENT	500
500	61-61-5410	ADVERTISING & LEGAL PUBLICATION	500
110,065	61-61-5520	LIABILITY INSURANCE	110,065
3,000	61-61-5540	PRINTING AND COPYING SERVICES	3,000
1,000	61-61-5590	TRAINING	1,000
500	61-61-5599	OTHER CONTRACTUAL	500
200	61-61-5670	OFFICE SUPPLIES	200
5,500	61-61-5680	POSTAGE	5,500
1,500	61-61-7110	PAYING AGENT FEES	1,500
140,000	61-61-7370	PRINCIPAL SERIES 2006A GO BONDS	140,000
185,000	61-61-7383	PRINCIPAL SERIES 2009 GO BONDS	185,000
114,154	61-61-7740	INTEREST SERIES 2006 A BONDS	114,154
53,705	61-61-7783	INTEREST SERIES 2009 BONDS	53,705
<u>1,136,953</u>			<u>1,136,953</u>
<u>WATER AND SEWER FUND--61</u>			
<u>COST OF WATER SALES--62</u>			
-	61-62-5025	WAGES-FULL TIME HOURLY	-
6,310	61-62-5110	EMPLOYER FICA/MEDICARE	6,310
-	61-62-5120	EMPLOYER IMRF	-
62	61-62-5140	INSURANCE-GROUP LIFE & AD&D	62
16,084	61-62-5150	INSURANCE-GROUP MEDICAL	16,084
1,141	61-62-5160	INSURANCE-GROUP DENTAL	1,141
585	61-62-5190	INSURANCE-UNEMPLOYMENT COMPENSATION	585
83,000	61-62-5240	ENGINEERING	83,000
-	61-62-5305	R & M-BUILDING	-
-	61-62-5380	R & M - VEHICLES	-
22,350	61-62-5390	R & M-WATER SYSTEM EQUIPMENT	22,350
207,544	61-62-5441	WATER UTILITY TAXES	207,544
1,000	61-62-5399	R & M - OTHER EQUIPMENT	1,000
-	61-62-5460	EQUIPMENT RENTAL	-
6,000	61-62-5490	INTERGOVERNMENTAL FEES AND DUES	6,000
-	61-62-5515	LAUNDRY SERVICES	-
75	61-62-5550	PROFESSIONAL ASSOCIATIONS	75
18,038	61-62-5560	PURCHASED PROGRAM SERVICES	18,038
500	61-62-5590	TRAINING	500
3,000	61-62-5595	UTILITIES LOCATION SERVICES	3,000
30,000	61-62-5650	FUEL	30,000
3,000	61-62-5655	LANDSCAPE AND PLANTING SUPPLIES	3,000
500	61-62-5660	LUBRICANT & FLUIDS	500

FY 2012 APPROPRIATION ORDINANCE

BUDGET	ACCT #	DESCRIPTION	APPROPRIATION
1,000	61-62-5690	PROGRAM SUPPLIES	1,000
350	61-62-5700	PROTECTIVE CLOTHING AND EQUIPMENT	350
-	61-62-5710	SERVICE & REPAIR PARTS	-
350	61-62-5715	SMALL TOOLS	350
6,000	61-62-5730	STREET MATERIALS-AGGREGATE	6,000
7,000	61-62-5735	STREET MATERIALS-BITUMINUM	7,000
500	61-62-5740	STREET MATERIALS-MANHOLES/STRUCT	500
-	61-62-5765	UNIFORMS	-
2,441,445	61-62-5780	WATER PURCHASES	2,441,445
10,000	61-62-5785	WATER SYSTEM SUPPLIES	10,000
4,000	61-62-5790	WATER SYTEM REPAIR PARTS	4,000
500	61-62-5799	OTHER MATERIALS & SUPPLIES	500
1,078,800	61-62-6450	WATER SYSTEM CONSTRUCTION/IMPROVE	1,078,800
<u>3,949,134</u>			<u>3,949,134</u>

WATER AND SEWER FUND--61

COST OF SALES-SEWER--63

		CONTRACTUAL SERVICES	
-	61-63-5500	ISP'S & DATA SERVICES	-
-	61-63-6450	WATER SYSTEM CONSTRUCTION/IMPROVE	-
<u>-</u>			<u>-</u>

GARBAGE FUND--62

49,521	62-61-5020	WAGES-FULL TIME SALARIED	49,521
24,458	62-61-5025	WAGES-FULL TIME HOURLY	24,458
5,659	62-61-5110	EMPLOYER FICA/MEDICARE	5,659
13,109	62-61-5120	EMPLOYER IMRF	13,109
125	62-61-5140	INSURANCE-GROUP LIFE & AD&D	125
11,486	62-61-5150	INSURANCE-GROUP MEDICAL	11,486
730	62-61-5160	INSURANCE-GROUP DENTAL	730
200	62-61-5190	INSURANCE-UNEMPLOYMENT COMPENSATION	200
1,713,087	62-61-5480	GARBAGE AND RECYCLING	1,713,087
33,271	62-61-5520	LIABILITY INSURANCE	33,271
<u>1,851,646</u>			<u>1,851,646</u>

POLICE PENSION FUND--81

1,339,723	81-00-5080	PENSION-REGULAR	1,339,723
57,241	81-00-5085	PENSION-SPOUSE/DEPENDENT	57,241
43,172	81-00-5095	PENSION-REFUNDS	43,172
45,000	81-00-5220	CONSULTING	45,000
5,000	81-00-5270	LEGAL-REVIEW	5,000
-	81-00-5299	OTHER PROFESSIONAL SERVICES	-
2,800	81-00-5490	INTERGOVERNMENTAL FEES AND DUES	2,800
1,500	81-00-5550	PROFESSIONAL ASSOCIATIONS	1,500
1,500	81-00-5810	CONFERENCE AND MEETING REGISTRATION	1,500
500	81-00-5830	LODGING	500
<u>1,496,436</u>			<u>1,496,436</u>

FIREFIGHTER'S PENSION FUND--81

512,667	82-00-5080	PENSION-REGULAR	512,667
91,224	82-00-5085	PENSION-SPOUSE/DEPENDENT	91,224
36,439	82-00-5090	PENSION-DISABILITY	36,439
-	82-00-5090	PENSION-REFUNDS	-
38,582	82-00-5220	CONSULTING	38,582
4,000	82-00-5270	LEGAL-REVIEW	4,000
29,870	82-00-5299	OTHER PROFESSIONAL SERVICES	29,870
1,725	82-00-5490	INTERGOVERNMENTAL FEES AND DUES	1,725
100	82-00-5550	PROFESSIONAL ASSOCIATIONS	100
200	82-00-5590	TRAINING	200
100	82-00-5599	OTHER CONTRACTUAL	100
300	82-00-5810	CONFERENCE AND MEETING REGISTRATION	300
150	82-00-5820	LOCAL MILEAGE, PARKING & TOLLS	150
<u>715,357</u>			<u>715,357</u>

RESOLUTION No. 2011-04

2011 APPROPRIATION
AND TAX LEVY RESOLUTION
BOARD OF LIBRARY TRUSTEES
VILLAGE OF BROOKFIELD
COOK COUNTY, ILLINOIS

BE IT RESOLVED by the President and Board of Library Trustees of the Village of Brookfield, Cook County, Illinois as follows:

Section 1: That the following sums of money, or as much thereof as may be authorized by law, be levied for the purposes of the Board of Library Trustees of the Village of Brookfield, as hereinafter specified:

ACCOUNT #	DESCRIPTION	APPROPRIATED	LEVIED
5000	Personnel, other	\$ 5,000.00	\$ 5,000.00
5010	Salaries, Operating	\$ 500,000.00	\$ 500,000.00
5020	Salaries, Part Time	\$ 205,000.00	\$ 205,000.00
5030	Med. Benefit Insurance	\$ 130,000.00	\$ 130,000.00
5051	Illinois Unemployment Ins.	\$ 4,200.00	\$ 4,200.00
5560	Payroll Expenses	\$ 5,000.00	\$ 5,000.00
6010	Books	\$ 115,000.00	\$ 115,000.00
6020	Periodicals	\$ 23,000.00	\$ 23,000.00
6030	Audiovisual Materials	\$ 47,000.00	\$ 47,000.00
6040	Electronic Databases	\$ 79,000.00	\$ 75,000.00
7010	Professional Associations	\$ 4,000.00	\$ 4,000.00
7020	Co-Worker Services	\$ 10,000.00	\$ 10,000.00
7030	Continuing Education	\$ 27,500.00	\$ 27,500.00
7040	Professional Services	\$ 38,000.00	\$ 38,000.00
7050	Insurance-General	\$ 25,000.00	\$ 25,000.00
7060	Maintenance-Office Equip.	\$ 100,000.00	\$ 100,000.00
7070	Printing and Publications	\$ 19,000.00	\$ 19,000.00
7080	Telephone	\$ 15,000.00	\$ 15,000.00
7090	Office Supplies	\$ 16,000.00	\$ 16,000.00
7091	Tech Services Equipment	\$ 2,000.00	\$ 2,000.00
7092S	Tech Services Supplies	\$ 9,000.00	\$ 9,000.00
7092P	Tech Services Processing	\$ 5,000.00	\$ 5,000.00
7093	Circulation Serv Supplies	\$ 5,000.00	\$ 5,000.00
7100	Postage	\$ 12,000.00	\$ 12,000.00
7110	Programming	\$ 28,000.00	\$ 28,000.00
7120	Public Relations	\$ 7,000.00	\$ 7,000.00
7130	Gifts Given	\$ 1,500.00	\$ 1,500.00
7140	Contingency	\$ 25,000.00	\$ 25,000.00
8000	Capital Expenses	\$ 275,000.00	\$ 195,000.00
8050	Capital Projects	\$ 200,000.00	\$ 250,000.00
8060	Grant Funds	\$ 100,000.00	\$ -
TOTAL OPERATING		\$ 2,037,200.00	\$ 1,903,200.00

BE IT FURTHER RESOLVED that an additional levy for the library's portion of the Illinois Municipal Retirement Fund on behalf of the library's employees be made as follows:

ACCOUNT #	DESCRIPTION	APPROPRIATED	LEVIED
5040	IMRF	\$ 90,000.00	\$ 90,000.00

BE IT FURTHER RESOLVED that an additional levy for the library's portion of the Federal Insurance Contributions Act on behalf of the library's employees be made as follows:

ACCOUNT #	DESCRIPTION	APPROPRIATED	LEVIED
5050	FICA	\$ 55,000.00	\$ 55,000.00

BE IT FURTHER RESOLVED that an additional levy for a .02% Site and Building Maintenance Fund be levied as follows:

ACCOUNT #	DESCRIPTION	APPROPRIATED	LEVIED
8010	Computers	\$ 26,000.00	\$ 26,000.00
8020	Photocopiers	\$ 10,000.00	\$ 10,000.00
8030	Maintenance-Building	\$ 50,000.00	\$ 50,000.00
8040	Capital Improvement	\$ 9,000.00	\$ 9,000.00
TOTAL BUILDING MAINTENANCE		\$ 95,000.00	\$ 95,000.00

BE IT FURTHER RESOLVED that an additional levy for the library's Special Reserve be levied as follows:

ACCOUNT #	DESCRIPTION	APPROPRIATED	LEVIED
9100	Special Reserve	\$ 450,000.00	\$0.00

TOTAL ALL FUNDS		
	\$ 2,727,200.00	\$ 2,143,200.00

Section 2: BE IT FURTHER RESOLVED, that all unexpended balances of proceeds received annually from public library taxes not in excess of statutory limits may be transferred to the Special Reserve Fund previously established in accordance with 75 ILCS 5/5-8, this Fund having been established for capital projects as limited by statute, and the amounts shall be transferred to this Fund as directed by the Board of Library Trustees.

BE IT FURTHER RESOLVED to develop and adopt a plan or plans pursuant to this article. Such plan or plans subsequently may be amended as circumstances may require.

Section 3: BE IT FURTHER RESOLVED, that the Secretary is hereby directed to file a certified copy of this resolution with the Board of Trustees of the Village of Brookfield in the next annual Appropriation Ordinance and Levy Ordinance of the Village of Brookfield.

Adopted this 26th day of October, 2011, pursuant to a roll-call vote as follows:

AYES: DUNER, KISTANE, KNAIAK, PERRY, SWEET, TARKER

NAYS: N/A

ABSENT: STEVANOVICH

Approved by me this 26th day of October, 2011.

Dianne Duner
Dianne Duner, President

ATTEST:

Jennifer Perry
Jennifer Perry, Secretary

SECTION 4: That all ordinances or parts of ordinances conflicting with any provisions of this ordinance be and the same are hereby repealed.

SECTION 5: That if any item, or portion thereof, of this appropriation ordinance is for any reason held invalid, such invalidity shall not affect the validity of the remaining portion of such items or the remaining portion of this ordinance.

SECTION 6: That this ordinance shall be in full force and effect from and after its passage, approval and publication as provided by law.

ADOPTED this 9th day of January, 2012 by the Board of Trustees of the Village of Brookfield, Cook County, Illinois.

AYES: _____

NAYS: _____

ABSENT: _____

ABSTENTION: _____

APPROVED this 9th day of January, 2012.

Michael J. Garvey, President of
Village of Brookfield, Cook County, Illinois

ATTESTED and filed in my office,
and published in pamphlet form
this 9th day of January 2012.

Brigid Weber, Clerk of the Village
of Brookfield, Cook County, Illinois

CERTIFIED ESTIMATE OF REVENUES BY SOURCE

VILLAGE OF BROOKFIELD, ILLINOIS

The undersigned, Chief Fiscal Officer of the Village of Brookfield, Cook County, Illinois, does hereby certify that the estimate of revenues by source, and anticipated to be received by said taxing district, attached hereto is a true statement of said estimate.

This certification is made and filed pursuant to the requirements of Public Act 83-881 and on behalf of the Village of Brookfield, Cook County, Illinois. This certification must be filed within thirty days after the adoption of the Appropriation Ordinance.

DATED this 9th day of January, 2012.

Riccardo F. Ginex
Village Manager

FILED this _____ day of January, 2012

County Clerk

ORDINANCE NO. 2012 - 02

**AN ORDINANCE AMENDING SECTION 02-14 OF CHAPTER 2 ENTITLED
"ADMINISTRATION" OF THE CODE OF ORDINANCES OF THE VILLAGE OF
BROOKFIELD, COOK COUNTY, ILLINOIS, PROVIDING FOR EMERGENCY
INTERIM EXECUTIVE SUCCESSION**

PASSED AND APPROVED BY
THE PRESIDENT AND BOARD OF TRUSTEES
THE 9TH DAY OF JANUARY 2012

Published in Pamphlet form by
Authority of the Corporate
Authorities of the Village of
Brookfield, Illinois, this 9th day
of January 2012.

ORDINANCE NO. 2012 - 02

AN ORDINANCE AMENDING SECTION 02-14 OF CHAPTER 2 ENTITLED "ADMINISTRATION" OF THE CODE OF ORDINANCES OF THE VILLAGE OF BROOKFIELD, COOK COUNTY, ILLINOIS, PROVIDING FOR EMERGENCY INTERIM EXECUTIVE SUCCESSION

WHEREAS, Section 6 of the Emergency Interim Executive Succession Act (5 ILCS 275/ 1 *et seq.*) authorizes the corporate authorities of the Village of Brookfield to enact resolutions or ordinances providing for emergency interim executive successors to the elected and appointed offices of the village that are consistent with the provisions of the Emergency Interim Executive Succession Act; and

WHEREAS, because of the threats of attack upon the United States of unprecedented size and destructiveness, and in order, in the event of such an attack, to assure continuity of government through legally constituted leadership, authority and responsibility in the offices of the government of the Village of Brookfield, to provide for the effective operation of village government during an emergency, to assure the continuity of village government in the event of other natural or manmade disasters, and to facilitate the early resumption of functions temporarily suspended, the corporate authorities of the Village of Brookfield find and declare that it is necessary to provide for additional officers who can exercise the powers and discharge the duties of the incumbents thereof (and their deputies, assistants or other subordinate officers authorized, pursuant to law, to exercise all of the powers and discharge the duties of such offices, hereinafter referred to as deputies) are unavailable to perform the duties and functions of such offices;

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Brookfield as follows:

Section 1. Recitals.

The facts and statements contained in the preambles to this Ordinance are found to be true and correct and are hereby adopted as part of this Ordinance.

Section 2. Code Amendment.

Section 02-14 entitled, "Reserved" of Article I entitled "IN GENERAL," of the Code of Ordinances, Village of Brookfield, Illinois, as amended, be and is hereby further amended to read as follows:

SEC. 02-14. Emergency Interim Executive Succession

A. Definitions: Unless otherwise clearly required by the context, as used in this section:

ATTACK: Any attack or series of attacks by an enemy of the United States causing, or which may cause, substantial damage or injury to civilian property or persons in the United States in any manner by sabotage or by the use of bombs, missiles, shellfire, or atomic, radiological, chemical, bacteriological or biological means or other weapons or processes.

DISASTER: An occurrence or threat of catastrophic and widespread injury or loss of life or property resulting from any natural or manmade cause, including, but not limited to, fire, flood, earthquake, epidemic and explosion.

EMERGENCY INTERIM SUCCESSOR: A person designated pursuant to this section, in the event the officer is unavailable, to exercise the powers and discharge the duties of an office until a successor is appointed or elected and qualified as may be provided by the applicable statutes and/or village ordinances or until the lawful incumbent is able to resume the exercise of the powers and discharge the duties of the office.

OFFICE: Includes all village offices, the powers and duties of which are defined by the applicable statutes and/or village ordinances.

UNAVAILABLE: Either a vacancy in office exists and there is no deputy authorized to exercise all of the powers and discharge the duties of the office, or the lawful incumbent of the office (including any deputy exercising the powers and discharging the duties of an office because of a vacancy) and his duly authorized deputy are absent or unable to exercise the powers and discharge the duties of the office.

- B. **Emergency Interim Successors for Village Officers:** Such officers, subject to such regulations as the village president may issue from time to time, shall designate by title (if feasible) or by named person, emergency interim successors and specify their order of succession. The officer shall review and revise, as necessary from time to time, designations made pursuant to this section to ensure their current status. The officer will designate a sufficient number of persons so that there will be not less than three (3), nor more than seven (7), deputies or emergency interim successors or any combination thereof, at any time. In the event that any officer of the village, or his deputy provided for pursuant to law, is unavailable, the powers of the office shall be exercised and duties shall be discharged by the designated emergency interim successors in the order specified. The emergency interim successor shall exercise the powers and discharge the duties of the office to which designated until such time as a vacancy which may exist shall be filled in accordance with the constitution or applicable statutes or ordinances, or until the officer, or his deputy or a preceding emergency interim successor, again becomes available to exercise the powers and discharge the duties of his office.
- C. **Emergency Interim Successors for The Office of Village President:** Except as otherwise designated in writing by the village president, the designated emergency interim successors for the office of village president shall be the following persons in the order listed who are present in the village and available to serve as such an emergency interim successor.

1. President Pro-Tem
 2. Administrative Committee Chairperson
 3. Village Manager
 4. Assistant Village Manager
 5. Police Chief
 6. Fire Chief
- D. Formalities of Taking Office: At the time of their designation, emergency interim successors for any village office shall take such oath as may be required for them to exercise the powers and discharge the duties of the office to which they may succeed. Notwithstanding any other provision of law, no person, as a prerequisite to the exercise of the powers or discharge of the duties of an office to which he or she succeeds, shall be required to comply with any other provision of law relative to taking office.
- E. Period in Which Authority May be Exercised: Officials authorized to act pursuant to this section as emergency interim successors are empowered to exercise the offices, powers, and discharge the duties of an office as herein authorized only after an attack upon the United States and during a disaster within the village. The board of trustees may at any time terminate the authority of such emergency interim successors to exercise the powers and discharge the duties of office as herein provided.
- F. Removal of Designees: Until such time as the persons designated as emergency interim successors are authorized to exercise the powers and discharge the duties of an office in accordance with this section, such persons shall serve in their existing designated capacities at the pleasure of the designating authority and may be removed or replaced by said designating authority at any time, with or without cause.

Section 3. Severability.

If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision; and such holding shall not affect the validity of the remaining portions hereof.

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Section 4. Effective Date.

This Ordinance shall take effect upon its passage, approval and publication in pamphlet form.

ADOPTED this 9th day of January 2012, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

ABSTENTION: _____

APPROVED by me this 9th day of January 2012.

Michael J. Garvey, President of the
Village of Brookfield, Cook County, Illinois

ATTESTED, filed in my office,
and published in pamphlet form
this 9th day of January 2012.

Brigid Weber, Clerk of the Village
of Brookfield, Cook County, Illinois

ORDINANCE NO. 2012 - 03

**AN ORDINANCE AMENDING SECTION 02-29 OF CHAPTER 2 ENTITLED
"ADMINISTRATION" OF THE CODE OF ORDINANCES OF THE VILLAGE OF
BROOKFIELD, COOK COUNTY, ILLINOIS, PROVIDING FOR THE EMERGENCY
POWERS OF THE PRESIDENT**

PASSED AND APPROVED BY
THE PRESIDENT AND BOARD OF TRUSTEES
THE 9TH DAY OF JANUARY 2012

Published in Pamphlet form by
Authority of the Corporate
Authorities of the Village of
Brookfield, Illinois, this 9th day
of January 2012.

ORDINANCE NO. 2012 - 03

**AN ORDINANCE AMENDING SECTION 02-29 OF CHAPTER 2 ENTITLED
"ADMINISTRATION" OF THE CODE OF ORDINANCES OF THE VILLAGE OF
BROOKFIELD, COOK COUNTY, ILLINOIS, PROVIDING FOR THE EMERGENCY
POWERS OF THE PRESIDENT**

WHEREAS, Section 11-1-6 of the Illinois Municipal Code (65 ILCS 5/1-1-6 *et seq.*) authorizes the corporate authorities of the Village of Brookfield to grant the village president extraordinary power and authority to exercise by executive order, during a state of emergency, such of the powers of the corporate authorities as may be necessary to respond to the emergency; and

WHEREAS, the corporate authorities of the Village of Brookfield have determined that it is necessary and in the public interest that they grant the village president extraordinary power and authority to exercise by executive order, during a state of emergency, such of the powers of the corporate authorities as may be necessary to respond to the emergency;

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Brookfield as follows:

Section 1. Recitals.

The facts and statements contained in the preambles to this Ordinance are found to be true and correct and are hereby adopted as part of this Ordinance.

Section 2. Code Amendment.

Section 02-29 entitled "Reserved" of Article I entitled "IN GENERAL" of the Code of Ordinances, Village of Brookfield, Illinois, as amended, be and is hereby further amended to read as follows:

SEC. 02-29. Emergency Powers of the President

A. Definitions: Unless otherwise clearly required by the context, whenever any of the following terms are used in this section they shall have the meaning indicated:

ATTACK: Any attack or series of attacks by an enemy of the United States causing, or which may cause, substantial damage or injury to civilian property or persons in the United States in any manner by sabotage or by the use of bombs, missiles, shellfire, or atomic, radiological, chemical, bacteriological or biological means or other weapons or processes.

CURFEW: A prohibition against any person or persons being present at or upon any public assembly, building, place, street or highway with the exception of officials of any governmental unit and persons officially designated to duty with reference to a state of emergency duly declared by executive order pursuant to this chapter.

STATE OF EMERGENCY: An occurrence or threat of widespread or severe damage, where extraordinary measures must be taken to protect the public health, safety and welfare from injury or loss of life or property resulting from any natural or technological cause, including, but not limited to, fire, flood, earthquake, wind, storm, hazardous material spill or water contamination requiring emergency action to avert danger or damage, epidemic, air contamination, blight, extended periods of inclement weather, drought, infestation, critical shortages of essential fuels and energy, explosion, riot, attack or hostile military or paramilitary action.

B. State of Emergency:

1. Whenever it appears that a "state of emergency," as defined in this section may exist, any person with such knowledge shall report the circumstances of the emergency to the village president. The report shall include the nature of the emergency, the geographic area or areas involved, and the specific response and remedies requested.

2. The village president may, based upon the reported circumstances and/or based upon the village president's own investigation or observations, declare a state of emergency by issuing a written declaration when the village president determines that:

(a) An occurrence of widespread or severe damage resulting from any natural or technological cause, including, but not limited to, fire, flood, earthquake, wind, storm, hazardous material spill or water contamination requiring emergency action to avert danger or damage, epidemic, air contamination, blight, extended periods of inclement weather, drought, infestation, critical shortages of essential fuels and energy, explosion, riot, attack or hostile military or paramilitary action has occurred or is threatened to occur, and

(b) Where extraordinary measures must be taken to protect the public health, safety and welfare from injury or loss of life or property.

3. The declaration shall contain a statement signed by the village president, under oath, setting forth the following:

(a) A description of the occurrence or conditions which exist or are threatened to exist of which the village president determined that a state of emergency exists;

(b) A statement finding that the standards for the determination that a state of emergency set forth in this section have been met;

- (c) Facts to substantiate such finding;
- (c) A description of the nature of the emergency; and
- (d) Declaration that the state of emergency exists.

4. The statement shall be filed with the village clerk as soon as practicable following the declaration.

C. Emergency Powers: The village president may exercise, by executive order during the time that a state of emergency exists, the following extraordinary powers and authority as may be reasonably necessary to respond to the emergency.

1. Make, amend and rescind all lawful necessary orders, rules and regulations to carry out the limits of the authority conferred upon the village president.

2. Cause to be prepared a comprehensive plan and program for the emergency operations and management of the village, which plan and program shall be integrated into and coordinated with emergency management plans and programs of the county, state and federal governments whenever possible, and which plan and program may include:

- (a) Mitigation of injury and damage caused by emergency;
- (b) Prompt and effective response to emergency;
- (c) Emergency relief;
- (d) Recommendations for zoning, building and other land use controls, safety measures for securing permanent structures and other mitigation measures designed to eliminate or reduce the emergency or its impact;
- (e) Authorization and procedures for the erection or other construction of temporary works designed to mitigate danger, damage or loss the emergency; and

3. Activate the village emergency operations and management plan and be the authority for the deployment and use of any forces that the plan or plans apply and for use or distribution of any supplies, equipment and materials and facilities assembled, stockpiled or arranged to be made available under this section or act as any other provision of law relating to disasters or civil emergencies.

4. Mobilize and utilize all available resources of the village government as reasonably necessary to cope with the emergency.

5. Transfer the direction, personnel or functions of village departments and agencies or units thereof for the purpose of performing or facilitating emergency response and recovery programs.

6. Authorize any purchase or contracts necessary to place the village in a position to effectively combat any emergency, protect property and provide emergency assistance to victims in the case of such emergency.
7. Procure such services, supplies, equipment or material as may be necessary for such purposes in view of the emergency, without regard to statutory procedures or formalities normally prescribed by law pertaining to municipal contracts or obligations.
8. In collaboration with other public agencies within the immediate vicinity, develop or cause to be developed mutual aid arrangements for reciprocal emergency response and recovery assistance in the event that the response to the emergency exceeds village resources.
9. Order the evacuation of all or part of the population from any stricken or threatened area within the village.
10. Prescribe the route, modes of transportation and destinations in connection with evacuation.
11. Control ingress and egress to and from a disaster area the movement of persons within the area and the occupancy of premises therein.
9. Order a general curfew applicable to such geographical areas of the village or to the village as a whole as the village president deems reasonably necessary to respond to the emergency and applicable during such hours of the day or night as the village president deems necessary in the interests of the public safety and welfare.
13. Order the restriction of vehicle movement except fire, police, hospital services, utilities vehicles and physicians on emergency cases within such geographical areas of the village or to the village as a whole as the village president deems reasonably necessary to respond to the emergency.
14. Order the closing of all retail liquor stores, including taverns and private clubs or portions thereof, wherein the consumption of intoxicating liquor and beer is permitted.
15. Order the discontinuance of the sale of alcoholic liquor by any wholesaler or retailer.
16. Prohibit the sale or distribution of alcoholic beverages, with or without payment, or the possession of any portable container containing any alcoholic beverage by any person in a public place.

17. Prohibit the sale or transfer or possession of gasoline or other combustion liquid except for the delivery directly into the tank of a motor vehicle, boat, or other combustion propelled vehicle.

18. Prohibit the possession in a public place of any portable container containing liquid.

19. Prohibit the selling, distributing, dispensing or giving away of any firearms of any size or description and the sale of ammunition, explosive or other destructive device.

20. Prohibit the intentional possession in public view of any firearm by any person except a duly authorized law enforcement officer or military person active in the official performance of his/her duty.

21. Order the closing of places of public assemblage.

22. Make provision for the availability and use of temporary emergency housing.

23. Prohibit increases in the prices of goods and services during an emergency.

24. Issue such other orders as are imminently necessary for the protection of life and property.

D. Duration of Emergency Powers: A declaration of a state of emergency shall expire not later than the adjournment of the first regular meeting of the corporate authorities after the state of emergency is declared unless sooner terminated by proclamation of the village president indicating that the state of emergency no longer exists.

Section 3. Severability.

If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision; and such holding shall not affect the validity of the remaining portions hereof.

[THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK.]

Section 4. Effective Date.

This Ordinance shall take effect upon its passage, approval and publication in pamphlet form.

ADOPTED this 9th day of January 2012, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

ABSTENTION: _____

APPROVED by me this 9th day of January 2012.

Michael J. Garvey, President of the
Village of Brookfield, Cook County, Illinois

ATTESTED, filed in my office,
and published in pamphlet form
this 9th day of January 2012.

Brigid Weber, Clerk of the Village
of Brookfield, Cook County, Illinois

ORDINANCE NO. 2012-04

**AN ORDINANCE ADOPTING A PERSONNEL MANUAL FOR THE
VILLAGE OF BROOKFIELD**

PASSED AND APPROVED BY
THE PRESIDENT AND BOARD OF TRUSTEES
THE 9TH DAY OF JANUARY 2012.

Published in pamphlet form by
Authority of the Corporate
Authorities of Brookfield, Illinois
the 9th day of January 2012.

ORDINANCE NO. 2012- 04

**AN ORDINANCE ADOPTING A PERSONNEL MANUAL FOR THE
VILLAGE OF BROOKFIELD**

WHEREAS, the Village of Brookfield has adopted by ordinance the establishment of a personnel manual for its employees; and

WHEREAS, the personnel manual is periodically reviewed, revised, amended and updated, and the corporate authorities of the Village of Brookfield deem it to be in the best interests of the Village and its residents to adopt the revised and updated personnel manual, attached hereto and made a part hereof as Exhibit A.

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Brookfield as follows:

Section 1. Recitals.

The facts and statements contained in the preambles to this Ordinance are found to be true and correct and are hereby adopted as part of this Ordinance.

Section 2: Adoption of Personnel Manual.

The personnel manual, a copy of which is attached hereto as Exhibit A, is hereby adopted by the corporate authorities of the Village of Brookfield as the personnel manual for the Village and such personnel manual is hereby declared to supersede all previously adopted editions of the personnel manual.

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Section 3. Effective Date.

This Ordinance shall take effect upon its passage, approval and publication in pamphlet form.

ADOPTED this 9th day of January 2012 pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

ABSTENTION: _____

APPROVED by me this 9th day of January 2012.

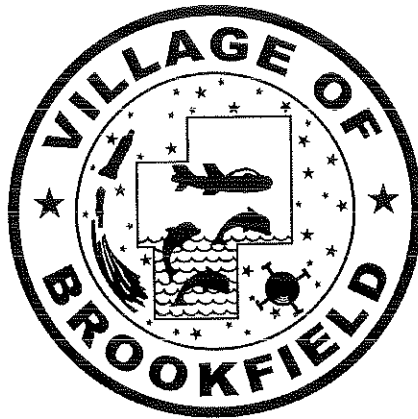
Michael J. Garvey, President of the
Village of Brookfield, Cook County, Illinois

ATTESTED and filed in my office,
and published in pamphlet form
this 9th day of January 2012.

Brigid Weber, Clerk of the Village
of Brookfield, Cook County, Illinois

EXHIBIT A
PERSONNEL MANUAL

Village of Brookfield Personnel Manual



Approved
Effective

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WELCOME FROM THE VILLAGE MANAGER

I'd like to welcome you to the Village of Brookfield.

The Village has always taken great pride in the abilities and accomplishments of its employees. We believe our employees are our greatest asset, and are looking for people who are up to the challenge of creating something different, who think beyond the traditional boundaries of "how it's always been done", and who dare to want to make a difference. We focus on business performance by challenging and improving the way we do things. As individuals, teams, and departments, we care about results and how we achieve them. We strive to understand and respond to the residents of our community, and we respect and embrace one another's differences.

Public service is a privilege, and with it comes responsibility for our community and the services provided to help our residents live their daily lives. We care about our community and are investing in making it a great place to live, work and play. Employees shall be courteous to the public and tactful in their work duties, ensuring the utmost patience. Upon request from the public, employees shall supply their name in a courteous manner.

The Village of Brookfield has a Village Board-Manager form of government. This provides for a professional Village Manager appointed by the Village Board of Trustees. The Village Board consists of a Village President, Village Clerk, and six Trustees (all of which are elected by the residents).

The Village Manager is responsible to the President and Board of Trustees for the official business operation of the day-to-day affairs of the Village. In addition to specific responsibilities to the Village Board, the Manager establishes certain operating procedures and personnel rules, and is the final authority regarding all personnel matters of employees, except as otherwise provided by State Law or the Village Board.

THE VILLAGE'S MISSION, VISION, AND VALUES

MISSION STATEMENT

The Village of Brookfield is dedicated to providing excellent municipal services that enhance the quality of life for our diverse community.

VISION STATEMENT

The Village of Brookfield will be a prosperous and fiscally sound, family-orientated community with a full range of housing, business, and recreational opportunities in a safe and attractive environment for residents and visitors.

CORE VALUES

- | | |
|-------------------------|---|
| * Ethical behavior | * Respect |
| * Honesty and Integrity | * Accountability to each other and the public |
| * Teamwork | * Initiative and Innovation |
| * Fiscal responsibility | * Excellent customer service |

ARTICLE I. INTRODUCTION AND GENERAL PROVISIONS

Section 1.1 Application and Scope of the Personnel Policy Manual

The following is the Village of Brookfield Personnel Policy Manual. This manual is designed to give employees a brief description and general information concerning the Village of Brookfield ("Village") employment policies and to assist employees in performing their duties and responsibilities. This manual does not cover every aspect of Village operations. Rather, the purpose of this manual is to enable employees to gain a better understanding of their role as a member of the Village staff and to provide general guidelines and procedures in relation to their employment. Clarification and interpretation of the Personnel Policy Manual shall be made by the Village Manager. The Village Manager or his designee shall administer the provisions of this manual. The Village reserves the right to modify, revoke, suspend terminate or change any policy or procedure in whole, or in part, at any time, with or without notice.

This manual applies to all Village employees, including sworn police officers and firefighter/paramedic personnel. However, it is recognized that all sworn employees of the Fire and Police Departments with the exception of the Police Chief, and the Fire Chief are under the jurisdiction of the Fire and Police Commission. Therefore, where any provision herein conflicts with Fire and Police Commission Rules and Regulations, the Fire and Police Commission Rules and Regulations shall control to the extent of that specific conflict.

ALTHOUGH THESE POLICIES AND PROCEDURES REPRESENT CURRENT POLICIES AND PRACTICES, NOTHING IN THIS MANUAL OR IN ANY OF THE VILLAGE'S POLICIES, PRACTICES OR REPRESENTATIONS TO OR ABOUT ITS EMPLOYEES IS INTENDED TO, OR SHALL CREATE, A CONTRACTUAL OBLIGATION OF ANY KIND, EITHER EXPRESS OR IMPLIED, BETWEEN THE VILLAGE AND ANY OF ITS EMPLOYEES.

Section 1.2 Precedence of Collective Bargaining Agreement and Certain Employment Contracts

Where any provision in this manual conflicts with a valid collective bargaining agreement between the Village and a recognized bargaining unit or a written employment contract approved by the Corporate Authorities and executed by the President or Village Manager and the employee, the collective bargaining agreement or contract shall take precedence over this manual to the extent of that specific conflict. For instance, if a collective bargaining agreement provides for holidays, vacations, or other paid time off, the provisions of the collective bargaining agreement and not this manual shall govern the provisions of such paid time off.

Section 1.3 At Will Employment

With the exception of the Village Manager, the employment relationship between the Village and its employees is one of employment at will. This means that the Village and its employees shall not be bound to an employment contract or a commitment to employment for a definite period of time. Either party can terminate the employment relationship at any time and for any reason. Neither these policies nor any other policy, procedure or practice of the Village shall

constitute or be interpreted as a contract of employment for any specified length of time or a limit on either party's ability to terminate the employment relationship at any time.

The Village reserves the right to change, add, delete or modify its employment policies from time to time in its sole discretion, with or without prior notice.

Section 1.4 Gender and Singular/Plural

Whenever the male pronoun is used in this manual, it is intended to refer to all employees, male or female. Words used in the singular also apply to the plural, and vice versa.

Section 1.5 Definitions of Workers

Employees may be categorized into several groups for the purposes of pay and benefits. All employees are at-will, regardless of the definition of workers associated with the employee.

Introductory – An "introductory" employee is an employee participating in an introductory period of employment in a position. Introductory periods are generally twelve (12) months, but may be extended.

Regular – A "regular" employee has completed the introductory period and is not employed on a temporary basis.

Temporary – A "temporary" employee is an employee hired as temporary replacement for a regular full-time or part-time employee, or for a specific purpose or for the duration of a specific project, or group of assignments. Temporary employees are not eligible for benefits except those benefits required to be provided by law. Temporary employees can work no more than 999 hours in a calendar year.

Seasonal – Seasonal employment is employment in a position which is available at regular intervals but does not last over an extended period of time. Seasonal employees may either be part-time or full-time during their employment. Seasonal employees are not eligible for benefits except those benefits required to be provided by law. Seasonal employees can work no more than 999 hours in a calendar year. This category shall include Crossing Guards in the Police Department.

Full-Time – A "full-time" employee is an employee who works a standard work schedule of 40 or more hours per week. Such employee is considered a full-time employee for all pay and benefit purposes.

Part-Time – A "part-time" employee is an employee whose standard work schedule is 39 or fewer hours in a full workweek. Such employee is considered a regular part-time employee for all pay purposes. This category shall not include Crossing Guards in the Police Department.

Sworn Employee – A "sworn" employee is an employee in a position regarding which such employee is required to take an oath under Illinois law. Generally, such employees

hold the positions of patrol officers and firefighters covered by the Board of Fire and Police Commission's testing and disciplinary rules.

Non-Exempt – A "non-exempt" employee is an hourly wage employee who is subject to the overtime requirements of the Fair Labor Standards Act (FLSA). Hourly wage personnel are paid overtime pay at one and one half (1 ½) times their regular rate of pay for all hours worked in excess of forty (40) hours in a workweek. Overtime must be *authorized in advance* by the non-exempt employee's supervisor.

Exempt – An "exempt" employee is an hourly employee who is not subject to the overtime requirements of the Fair Labor Standards Act (FLSA) and is not eligible to receive additional pay for work performed beyond forty (40) hours in a workweek. An exempt employee may work irregular hours that begin and end outside of regular Village business hours.

Executive – The employee who is the head of a department. Also referred to as Department Head.

Independent Contractor – A person or entity that is not an employee of the Village of Brookfield, but renders services for a specified compensation for a specific result. The Village maintains control over the result of the Independent Contractor's work only, and the Village exercises no control over the means employed by the Independent Contractor.

Hourly – An "hourly" employee is an employee who is paid an hourly rate for the actual number of hours worked during a specific period.

Salaried – A "salaried" employee is an employee who is paid a fixed amount of money each pay period for work performed.

Section 1.6 Job Duties

The Village of Brookfield may, at any time, with or without notice, alter or change the responsibilities of a particular position, reassign or transfer job positions, or assign additional job responsibilities to an employee. From time to time, employees may be asked to work on special projects, or to assist with other work necessary or important to the operation of a team, work unit, department or the Village. Employees' cooperation and assistance in performing additional work is expected and appreciated.

Section 1.7 Equal Employment Opportunity

Policies and procedures shall be administered without discrimination against any person on the basis of race, gender, sexual orientation, age, color, religious affiliation, national origin, disability, ancestry, marital status, military status, or any other legally protected status. It is the Village's policy to comply fully with all federal and state laws which ban discrimination in the employer-employee relationship.

All recruitment, selection, placement and training decisions made by the Village will be based upon the job-related qualifications and abilities of the candidates.

All applicants or employees who apply for a position, promotion or transfer will be given equal consideration. The placement of the candidate will be assessed upon the basis of his ability, qualifications, past performance, and other legitimate, non-discriminatory reasons.

All policies, procedures and practices of the Village, including compensation, benefits, discipline and termination will be administered and conducted without regard to any employee's race, gender, sexual orientation, age, color, religious affiliation, national origin, disability, ancestry, marital status, military status, or other legally protected status.

All staff shall take the necessary steps to ensure that every employee's work environment is free of unlawful discrimination or harassment based on race, gender, sexual orientation, age, color, religious affiliation, national origin, disability, ancestry, marital status, military status, or other legally protected status.

Any employee having an equal employment opportunity question, problem or complaint should communicate his concern to his supervisor, department head or to the Village Human Resources Department.

Employees filing complaints alleging discrimination may be informed of agencies external to the Village that have jurisdiction in equal opportunity complaint matters. These agencies include: the Illinois Department of Human Rights, the Equal Employment Opportunity Commission, and the Illinois Human Rights Commission.

Section 1.8 Harassment Policy

The Village of Brookfield is committed to maintaining an environment free from discrimination and harassment. In keeping with this commitment, the Village will not tolerate any form of harassment that violates this policy. This policy forbids any employee, elected/appointed official, vendor, client, customer or other person from harassing another employee, elected/appointed officials, vendor, client, customer or other person. Violation of this policy shall be considered grounds for disciplinary action.

Prohibited Conduct

This policy prohibits harassment or other workplace discrimination based on a person's protected status under state and federal law. This includes conduct, whether verbal, physical, or visual, that denigrates or shows hostility or aversion toward an individual based upon that person's race, gender, sexual orientation, age, color, religious affiliation, national origin, disability, ancestry, marital status, military status, or other legally protected status. The Village will not tolerate harassing conduct that has the purpose or effect of interfering with an individual's work performance, affecting an individual's tangible job benefits, or creating an intimidating, hostile, or offensive work environment.

The conduct forbidden by this policy specifically includes, but is not limited to:

- Epithets, slurs, negative stereotyping, or intimidating acts that are based on a person's protected status;
- Written or graphic material circulated, available on the Village's computer system, or posted or distributed within the workplace that shows hostility toward a person or persons because of their protected status.

This policy prohibits harassment based on an individual's protected status, even if such conduct does not rise to the level of a legal violation.

Any person who alleges harassment may complain directly to his/her immediate supervisor, department head, Human Resources, or the Village Manager. Reporting harassment will not reflect adversely upon the individual's status or affect future employment work assignments. The rights to confidentiality, both of the complainant and of the accused, will be respected consistent with the Village's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred. Any substantiated charge will be subject to disciplinary action.

Sexual Harassment

Sexual harassment consists of unwelcomed sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, or when
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual, or when
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Sexual harassment, as defined above, may include, but is not necessarily limited to:

- Physical assaults of a sexual nature included but not limited to rape or sexual battery;
- Intentional physical conduct which is sexual in nature, such as touching, pinching, patting, grabbing, etc.
- Unwanted sexual advances, propositions or other sexual comments including but not limited to sexually oriented gestures, noises, remarks, innuendo, jokes, or comments or verbal abuse of a sexual nature. Also included are preferential treatment and promises of a preferential treatment to a person for submitting to sexual conduct;
- Sexual or discriminatory displays, publications, or communications anywhere in the Village work place by Village employees or others including but not limited to pictures, posters, calendars, graffiti, objects, reading materials, or other materials that are suggestive, demeaning, or pornographic and also, including but not limited to, any display, publications(s) or communications(s) made through the use of a computer, cell phone, personal digital assistant ("PDA"), or similar electronic device(s).

Sexual harassment also includes any harassing conduct based on gender, regardless of whether such conduct is sexual in nature. Any unwelcome conduct based on gender is forbidden by this policy regardless of whether the harasser and the individual being harassed are of the same or different genders.

This policy prohibits sexual harassment regardless of whether such harassment rises to the level of a legal violation.

Responsibilities of Employee

Each Village employee has a role in ensuring that the Village workplace is free from prohibited discrimination or harassment. All employees are expected to avoid behavior or conduct that

could reasonably be interpreted as prohibited harassment under this policy. Employees should promptly report any problematic conduct as outlined under this policy before the alleged offending behavior becomes severe or pervasive. Complaints need not be limited to the individual who was the target of the alleged offending conduct. Any employee who has observed an alleged violation of this policy should report such conduct. No employee or elected/appointed official is exempt from the requirements of this policy.

Complaints of Harassment

If an employee or other person covered by this policy experiences or witnesses any conduct that he or she believes is in violation of this policy, such employee or other person should promptly notify the Director of Human Resources, the Village Manager, the Assistant Village Manager, an employee's supervisor, or department head. Such notification may be submitted in writing or orally. Any supervisor or department head who receives a complaint or observes conduct which may violate this policy must immediately report the complaint or observation to the Director of Human Resources, the Village Manager, or the Assistant Village Manager. The alleged harasser need not be notified of the complaint.

Village Response

All reports describing conduct that is inconsistent with this policy will be investigated promptly. Persons who believe they have been subjected or exposed to discrimination or harassment prohibited by this policy have the right to have any such activity terminated immediately. The Village may put reasonable interim measures in place, such as a leave of absence or a transfer, while the investigation takes place. The Village will take further appropriate action once the report has been thoroughly investigated. That action may be a conclusion that a violation occurred, as explained immediately below. The Village might also conclude, depending on the circumstances, either that no violation of policy occurred or that the Village cannot conclude whether or not a violation occurred.

If an investigation reveals that a violation of this policy or other inappropriate conduct has occurred, then the Village will take corrective action, including but not limited to discipline and termination, as is appropriate under the circumstances, regardless of the job positions of the parties involved. The Village may discipline an employee for any inappropriate conduct discovered in investigating reports made under this policy, regardless of whether the conduct amounts to a violation of law or even a violation of this policy. If the person who engaged in harassment is not an employee of the Village, then the Village will take whatever corrective action is reasonable and appropriate under the circumstances.

Employees are encouraged to use the above complaint procedure(s) to report and resolve their complaints of harassment or retaliation. The Village's policy provides for immediate notice of problems to the individuals listed above. However, employees may also file a charge of discrimination in writing with the Illinois Department of Human Rights. The Department of Human Rights can be contacted at:

Illinois Department of Human Rights
100 W. Randolph St., Suite 10-100
Chicago, IL 60601
(312)814-6200

The Illinois Human Rights Commission can be contacted at:

Illinois Human Rights Commission
100 W. Randolph St., Suite 5-100
Chicago, IL 60601
(312)814-6269

Policy Against Retaliation

The Village prohibits any employee, former employee, applicant or other person from being treated adversely for reporting harassment, for assisting another employee or applicant in making a report, for cooperating in a harassment investigation, or for filing an administrative claim with the EEOC or a state governmental agency. All persons who experience or witness any such retaliatory conduct should immediately report such conduct as provided in this section.

Confidentiality

The rights to confidentiality, both of the complainant and of the accused, will be respected consistent with the Village's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

Training on Policy

The Village will conduct training on this harassment policy. All employees shall be required to attend regular training.

Section 1.9 Americans with Disabilities Act (ADA)

It is the policy of the Village of Brookfield to comply with all provisions of the Americans with Disabilities Act ("ADA"). The Village will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of his physical or mental disability. The Village will endeavor to provide a reasonable accommodation wherever necessary for all employees or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential duties and assignments connected with his position, and provided that any requested accommodations do not require significant difficulty or expense for the Village.

Human Resources (or a specifically identified designee) shall be responsible for the implementation and enforcement of the Village's ADA compliance program. It will be the responsibility of Human Resources (or the specifically identified designee) to periodically review the Village's policies and communications to assure compliance with the ADA, meet with managers, supervisors and employees to discuss alternative means for accommodating a disabled employee and to keep abreast of all developments in the regulations governing the hiring and employing of persons with disabilities.

Applicants and employees are assured that all information regarding a disability will be kept confidential except that (1) where necessary, appropriate supervisory personnel will be informed of any restrictions on work assignments and/or reasonable accommodations that must be provided; (2) safety personnel will be informed of any emergency treatments or first aid that a person with a disability may require; and (3) government officials investigating compliance with

federal, state or local laws may be informed of a person with a disability and any accommodation that is being provided.

Any employee who believes that he has been discriminated against due to a physical or mental disability should immediately report the problem or incident to his supervisor, department head, or Human Resources. All complaints of discrimination due to a disability shall be investigated immediately.

ARTICLE II. RECRUITMENT, HIRING, PROMOTIONS, TRANSFERS, DEMOTIONS

It is the Village's policy to recruit, hire, promote, transfer, or demote in compliance with any and all federal, state, and local laws relating to employment decisions (see the Village's EEO policy, Section 1.7). If an employee believes that the Village's decision with regard to any of these matters is improper, the employee must alert Human Resources, which will investigate such complaints.

Section 2.1 Recruitment

The Village employs and fills vacancies on the basis of merit and, whenever it is in the best interest of the Village, an employee may be promoted to a higher position when a vacancy occurs. In recruiting eligible candidates, the Village, may contact both current employees and prospective employees, except as otherwise provided for by State statute.

Recruitment for positions shall be under the supervision of the Village Manager through Human Resources, unless otherwise provided for by State statutes. Candidates for sworn positions within the Police and Fire Departments are recruited in accordance with the Fire and Police Commission Rules and Regulations.

Applications for employment will be received through Human Resources located at Village Hall.

Section 2.2 Hiring

Prior to the commencement of the process to fill any position, with the exception of those positions falling under the jurisdiction of the Fire and Police Commission, Human Resources, in conjunction with the respective department head (if applicable), shall prepare a recommendation for consideration by the Village Manager identifying the position to be filled and the parameters within which the staff may proceed with the filling of the position.

Pre-Employment Screening

Before Human Resources recommends the hiring of an applicant (at any level), reference checks, including criminal history and general background, shall be conducted. A more extensive background check may be conducted depending on the position.

Section 2.3 Employment Eligibility Verification

The Village is committed to employing only those who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, and current verification legislation, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility within three (3) working days of the employee's date of hire, except when the duration of employment will be less than three (3) days. Failure to meet these requirements will result in the employee being dismissed.

Section 2.4 Post-Offer and Promotional Physical Exam and Drug Testing

Employees may be required to submit to a physical exam and drug testing as a condition of the promotional process, initial employment, or during a change in job assignment without the requirement of reasonable suspicion.

Post-offer testing will be performed only on applicants who have received a conditional offer of employment from the Village. Failure to satisfactorily pass a drug screen will result in the withdrawal of the employment offer.

Section 2.5 Introductory Period

All newly hired, transferred or promoted employees shall be employed on an introductory status. The introductory period will be for a minimum of twelve (12) months from the effective date of your appointment, transfer, or probation. The introductory period may be extended by the Village Manager, but in no case will the introductory period exceed eighteen (18) months.

The introductory period is a time for both the employee and his supervisor to get acquainted with and evaluate the employee's new role within the Village. All Department Heads are encouraged to complete at least one interim performance evaluation before the end of the introductory period. A formal written evaluation is required at the end of the introductory period, and the employee is asked to sign the evaluation to acknowledge the receipt of the results of the evaluation and the corresponding discussion relative to this evaluation. An employee's signature does not constitute agreement with the performance evaluation. The introductory period in no way alters an employee's at will status.

At any time during the introductory period, the employee's Department Head may recommend his or her removal to the Village Manager. Removal shall be made only with the consent of the Village Manager, and may be made with or without cause at the sole discretion of the Village.

Section 2.6 Promotions

Promotions shall be based upon merit and ability to fulfill the requirements of the position as described. If in the best interest of the Village, vacancies in higher positions may be filled by promotion of qualified employees from within the organization. Employees may prepare for and seek promotional opportunities. To the extent practical, position vacancies will be posted

internally and in most instances, external and internal recruitment will be conducted simultaneously.

Section 2.7 Transfers

The Village may transfer an employee from one position to another when it is in the best interest of the Village. When transferring from one position to another, the rate of accumulation of vacation hours and sick hours will be determined by the employee's initial date of full-time employment.

Section 2.8 Demotions

A department head, with the concurrence of the Village Manager, may demote an employee to a lower paid job classification if he deems the employee is not meeting the essential job requirements of the employee's present position, or if it is in response to a request of the employee. To the extent possible, employees shall be notified in writing as to the reasons for the demotion three (3) business days prior to the effective date of the action.

ARTICLE III. EMPLOYEE CONDUCT

Employees must exercise the utmost courtesy and discretion regarding all matters of Village business. Employees shall refrain from any action and avoid any public pronouncement that might reflect adversely upon the Village. Employees are expected to act as a representative of the Village of Brookfield at all times. This means treating all citizens, customers, vendors, suppliers and other service providers courteously, professionally and respectfully on the phone, on the road, on the computer or in person. Employees are also expected to treat each other in the same manner. Any employee who is found to be in violation of Village policy may be subject to disciplinary action up to and including termination.

Employees may only do work which is of direct benefit to the Village during such employees' work day or while on duty. No employee shall use Village-owned vehicles, equipment, materials or other property for private purposes, or as part of secondary employment.

Section 3.1 Violence in the Workplace

The Village of Brookfield does not tolerate workplace violence, or the threat of violence, by any of its employees, residents, customers or general public, and/or anyone who conducts business with the Village. It is the intent of the Village of Brookfield to provide a workplace (which includes Village property and all other locations where a Village employee is properly performing duties) that is free from intimidation, threats or violent acts.

Workplace violence includes, but is not limited to, harassment, threats, physical attack or property damage. A threat is the expression of intent to cause physical or mental harm regardless of whether the person communicating the threat has the present ability to carry out the threat and regardless of whether the threat is contingent, conditional or future. Physical attack is unwanted or hostile physical contact with another person such as hitting, fighting, pushing, shoving,

restraining, or throwing objects. Property damage is intentional damage to property which includes property owned by the Village, employees or others.

Prevention of Workplace Violence

The Village subscribes to the concept of a safe work environment and supports the prevention of workplace violence. Prevention efforts include, but are not limited to, informing employees of this policy, instructing employees regarding the dangers of workplace violence, communicating the sanctions imposed for violating this policy, and providing a reporting hierarchy within which to report incidents of violence without fear of reprisal.

Reporting Threats – Internal and External

All Village of Brookfield employees are responsible for notifying their supervisor or their department head of any threats which they have witnessed, received, or have been told that another person has witnessed or received. Even without an actual threat, employees should also report any behavior they have witnessed that they regard as threatening or violent, when that behavior is job related or might be carried out on a Village controlled site, or is connected to Village employment. Employees are responsible for making this report whether the incident is committed by another employee or an external individual such as a customer, vendor or citizen. The department head should immediately inform Human Resources of all reported incidents of workplace violence. Any employee who acts in good faith by reporting actual or potential violent behavior will not be subject to any form of retaliation or harassment.

Identifying Dangerous Situations

While the Village of Brookfield does not expect employees to be skilled at identifying potentially dangerous persons, employees are expected to exercise good judgment and to inform their supervisor or department head if any employee exhibits behavior that could be a sign of a potentially dangerous situation. Such behavior includes:

- Discussing weapons or bringing them to the workplace (other than sworn law enforcement personnel).
- Displaying overt signs of extreme stress, resentment, hostility or anger.
- Making threatening remarks.
- Sudden or significant deterioration of performance.
- Displaying irrational or inappropriate behavior.

Prohibited Actions and Sanctions

It is a violation of this policy to engage in any act of workplace violence. Any person who makes substantial threats, exhibits threatening behavior, or engages in violent acts on Village property or arising out of their employment with the Village shall be removed from the premises (or work locations if not on-site) as quickly as safety permits, and shall remain off Village premises pending the outcome of an investigation. Any employee who has been determined to be in violation of this policy may be subject to disciplinary action up to and including termination of employment; and, depending upon the nature of the employee's prohibited conduct, may be subject to criminal prosecution. Any other person who has been determined to be in violation of this policy will be subject to suspension and/or termination of any business relationship and/or criminal prosecution.

Section 3.2 Employee Personal Appearance

All employees are required to maintain good personal hygiene and grooming and to attire themselves in a fashion that will reflect a positive image and inspire confidence and trust by citizens receiving Village services. Uniforms shall be required as and where specified. Business casual attire for non-uniform employees shall be consistent with a professional business atmosphere. Departments may set and enforce standards related to uniforms and appearance which are related to appropriate departmental operations and employee safety.

Section 3.3 Use of Telephone and Personal Cell Phones During Work Hours

Employee contact with family members and other personal telephone calls must be kept to an absolute minimum. Employees are permitted to use Village telephones for personal reasons only in cases of absolute necessity. The permission to use Village telephones and personal cell phones for personal calls during work hours is a privilege and not a right, and shall not interfere with the performance of any employee's normal work duties.

Employees shall not use their cell phones or other devices while operating a Village vehicle. Direct Connect or other cellular communications may be made by department personnel in a safe manner only for work assignments. While making or receiving such communication, parking and/or directing your vehicle to a safe non-traffic location should be considered.

The Village reserves the right to require reimbursement from an employee for any costs incurred as a result of excessive use of Village telephones or personal cell phones for personal calls during work hours.

Section 3.4 Mandatory Notifications to Human Resources

Employees must notify Human Resources within thirty (30) days of any change in:

- Home address or telephone number.
- Change in marital status
- Addition of dependent(s)
- Deletion of dependent(s)
- Name, address and telephone number of the person to be notified in case of an emergency.

Human Resources may deny benefits to a new dependent if the employee does not notify Human Resources within thirty (30) days of the change.

Employees must notify their department head and Human Resources within twenty-four (24) hours of any loss of driving privileges.

Employees must notify Human Resources of any criminal convictions (including pleas of guilty or no contest) for anything other than a minor traffic violation within twenty-four (24) hours of the conviction. Human Resources will determine if the nature of the conviction poses an unreasonable risk to co-workers or the public.

Section 3.5 Outside Employment

Employees may engage in outside work or hold other jobs, subject to the following conditions:

Restrictions

Employees' activities and conduct away from the job must not compete or conflict with, or compromise the Village's interests, or adversely affect job performance and the ability to fulfill all responsibilities to the Village, including employees' response to emergency calls. Outside employment shall not involve employees' appearance in Village uniform or the use of Village equipment.

Approval for Outside Employment

Employees must request prior approval from their department head before any outside employment or other work activity is undertaken. Failure to do so may be cause for disciplinary action. (See "Request for Authorization of Outside Employment" form.) Employees must seek approval to accept outside employment, including self-employment. This request should be submitted to the employee's department head. The department head should then forward the request, with a recommendation to approve or disapprove, to Human Resources for review and signature.

Employees are cautioned to consider carefully the demands that additional work activity will create before requesting approval to seek or accept outside employment. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work emergency callbacks, overtime, or different hours. It is expected that an employee will not participate in outside employment if that employee is unable to perform his job duties due to illness and/or as a result of being on an administrative or medical leave. If outside work activity does cause or contribute to job-related problems, the Village may rescind its approval of such employment and, if necessary, normal disciplinary procedures will be followed to deal with the specific employee issues.

If an injury occurs at the employee's outside employment, the employee will not be granted injury leave with pay and no workman's compensation will be paid. If the employee is injured at his primary Village of Brookfield employment, no workman's compensation will be paid for the outside employment unless the village has notification and approval for the outside employment. Requests for outside employment should be updated yearly. Human Resources will initiate the re-approval process.

Section 3.6 Solicitation and Distribution

Solicitation of an employee or group of employees is prohibited during working time or during non-working time in areas where it will disturb other Village employees who are working. Distribution or circulation of printed materials by employees will not be permitted during working time or during non-working time in areas where it will disturb other Village employees who are working. The distribution or circulation of printed materials by employees will be prohibited at all times, including working and non-working time, in working areas.

"Working time" is defined as all times when an employee is required to be engaged in performing work tasks, but does not include duty-free periods such as breaks or mealtime.

"Solicitation" includes any oral or written communications made by an employee or group of employees to another employee or group of employees which encourages, advocates, demands or requests a contribution of money, time, effort or personal involvement or membership in any fund (charitable or otherwise), collection, athletic team, social, fraternal, religious, civic, or labor organization or type, or the purchase of merchandise, raffle, lottery or the like.

Violation of any of the above rules is proper cause for disciplinary action up to and including termination.

Section 3.7 Bulletin Boards

Bulletin boards are located throughout Village facilities. Employees should check the bulletin boards daily to ensure they do not miss important postings. Notices placed on these boards keep all employees informed about day-to-day operations. These boards are used for official Village communications and Village business only. To insure bulletin boards are only used for permissible Village communications and business, all proposed postings must be approved in advance by Human Resources. The unauthorized posting of notices on Village bulletin boards and the posting of any notices outside of Village bulletin boards is strictly prohibited.

Section 3.8 Conflicts of Interest:

A. Except as provided in Paragraph B hereof, no employee shall:

1. be financially interested directly in the employee's own name or indirectly in the name of any other person, association, trust or corporation, in:
 - (a) any contract, work or business of the Village other than in relationship to his own employment by the Village; or
 - (b) the purchase of any article by the Village;
whenever the expense, price, or consideration of the contract, work, business, or sale is paid from the Village funds or by an assessment levied by the Village; or
2. be interested directly or indirectly, in the purchase of any property that:
 - (a) belongs to the Village;
 - (b) is sold for taxes or assessments which includes taxes or assessments due the Village; or
 - (c) is sold by virtue of legal process as a result of a lawsuit by the Village or is sold through the Village by other legal processes.

B. In the event an employee should possess such a financial interest or such an interest in property as described in A(1) and/or (2) above, the employee shall disclose that fact to his supervisor and shall not deliberate, make any decision, or take any action on any matters relating to the subject of that conflict.

C. No employee shall represent, either as agent or otherwise, any person, association, trust, or corporation, with respect to any application or bid for any contract or work in regard to which such employee may be called upon to take action.

- D. No employee shall take or receive, or offer to take or receive, either directly or indirectly, any money or other thing of value as a gift or bribe or means of influencing his action in his official capacity.
- E. No employee shall take any official action to obtain favored treatment or special consideration solely to advance the personal, private and/or financial interests of himself or others.
- F. No employee shall grant or accept any special consideration, treatment or advantage beyond that which is available to every other person in similar circumstances, provided, however, this shall not prohibit an employee from utilizing or accepting a benefit or discount which is categorically available to all governmental employees without regard to which governmental entity or agency with which they might be affiliated.
- G. No employee shall request, use or permit the use of Village-owned vehicles, equipment, materials, or property for personal convenience or profit or political purposes, except when such items are available to the public generally, to those members of the public similarly situated, or where such items are provided as a matter of Village policy for the use of such employee in the conduct of official business, or as otherwise provided by written Village policy.
- H. The hiring of any relative of elected Village Officials or the Village Manager shall be prohibited. For the purposes of this Section, the term "relative" shall mean those people related to an individual as described in Paragraph B(6) of Section 3.10 hereof.
- I. No employee shall supervise (directly or indirectly), audit, appoint, remove, discipline or evaluate the performance of a relative or otherwise act in a situation of actual or reasonably foreseeable conflict between the Village's interest and that of a relative.
- J. No employee shall approve the employment of or advocate, promote or advance the employment of any person in any organization, agency, department, or division or part thereof in exchange for any consideration received or to be received directly or indirectly by said employee, but this shall not prohibit an employee from approving, advocating, promoting or advancing the employment of a particular person when such actions are a part of his or her duties as an employee of the Village.
- K. No employee, or former employee, shall, without proper legal authorization, knowingly disclose confidential information concerning the property, government, or affairs of the Village, nor shall he use such information to advance the personal, private and/or financial interest of himself, herself, or others.
- L. No employee shall engage in or accept private employment or render services for private interests when such employment or service is incompatible with the proper discharge of his or her duties, would constitute a conflict of interest, or could create the reasonable probability of a future conflict of interest with the performance of such duties.
- M. No employee shall appear on behalf of the private interests of others (excluding relatives) before any board, commission, committee, subcommittee, or agency of the Village.

- N. No employee shall represent the private interests of others (excluding relatives) in any matter, action or proceeding involving the interests of the Village or in any litigation to which the Village is a party.
- O. Any employee may appear before any board, commission, committee, subcommittee, or agency of the Village in his official capacity.

Section 3.9 Prohibited Political Activities

All Village employees are prohibited from conducting or participating in any of the following activities while on Village compensated time, on Village property, or while using Village equipment or vehicles:

- A. No employee shall intentionally perform any prohibited political activity during any compensated time, as defined herein. No employee shall intentionally use any property or resources of the Village in connection with any prohibited political activity.
- B. At no time shall any employee intentionally require any other officer or employee to perform any prohibited political activity (1) as part of that employee's duties, (2) as a condition of employment, or (3) during any compensated time off (such as holidays, vacation or personal time off).
- C. No employee shall be required at any time to participate in any prohibited political activity in consideration for that employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise, nor shall any employee be awarded additional compensation or any benefit in consideration for his or her participation in any prohibited political activity.
- D. Nothing in this section prohibits activities that are permissible for a Village employee to engage in as part of his or her official duties, or activities that are undertaken by an employee on a voluntary basis which are not prohibited by this section.
- E. No person either (1) in a position that is subject to recognized merit principles of public employment or (2) in a position the salary for which is paid in whole or in part by federal funds and that is subject to the Federal Standards for a Merit System of Personnel Administration applicable to grant-in-aid programs, shall be denied or deprived of employment or tenure solely because he or she is a member or an officer of a political committee, of a political party, or of a political organization or club.
- F. The following definitions apply to the terms utilized in this section:
 - 1. "Compensated time" means, with respect to an employee, any time worked by or credited to the employee that counts toward any minimum work time requirement imposed as a condition of his or her employment, but for purposes of this section, does not include any designated holidays, vacation period, personal time, compensatory time off or any period when the employee is on a leave of absence.

With respect to officers or employees whose hours are not fixed, “compensated time” includes any period of time when the officer is on premises under the control of the employer and any other time when the officer or employee is executing his or her official duties, regardless of location.

2. “Compensatory time off” means authorized time off earned by or awarded to an employee to compensate in whole or in part for time worked in excess of the minimum work time required of that employee as a condition of his or her employment.
3. “Gift” means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of an officer or employee.
4. “Political activity” means any activity in support of or in connection with any campaign for elective office or any political organization, but does not include activities (a) relating to the support or opposition of any executive, legislative, or administrative action, (b) relating to collective bargaining, or (c) that are otherwise in furtherance of the person’s official duties.
5. “Prohibited political activity” means:
 - (a) Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.
 - (b) Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.
 - (c) Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.
 - (d) Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
 - (e) Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
 - (f) Assisting at the polls on Election Day on behalf of any political organization or candidate for elective office or for or against any referendum question.
 - (g) Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.

- (h) Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.
 - (i) Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.
 - (j) Preparing or reviewing responses to candidate questionnaires.
 - (k) Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.
 - (l) Campaigning for any elective office or for or against any referendum question.
 - (m) Managing or working on a campaign for elective office or for or against any referendum question.
 - (n) Serving as a delegate, alternate, or proxy to a political party convention.
 - (o) Participating in any recount or challenge to the outcome of any election.
6. “Prohibited source” means any person or entity who:
- (a) is seeking official action (i) by an officer or (ii) by an employee, or by the officer or another employee directing that employee;
 - (b) does business or seeks to do business (i) with the officer or (ii) with an employee, or with the officer or another employee directing that employee;
 - (c) conducts activities regulated (i) by the officer or (ii) by an employee, or by the officer or another employee directing that employee; or
 - (d) has interests that may be substantially affected by the performance or non-performance of the official duties of the officer or employee.

Section 3.10 Gift Ban

- A. No employee, and no spouse of or immediate family member living with any employee (collectively referred to herein as “recipients”), shall intentionally solicit or accept any gift from any prohibited source, as defined herein, or which is otherwise prohibited by law or ordinance.
- B. Exceptions: The Gift Ban as described above is not applicable to the following:
 - 1. Opportunities, benefits, and services that are available on the same conditions as for the general public.
 - 2. Anything for which the employee or his or her spouse or immediate family member, pays the fair market value.
 - 3. Any (a) contribution that is lawfully made under the Illinois Election Code or (b) activities associated with a fundraising event in support of a political organization or candidate.
 - 4. Educational materials and missions.

5. Travel expenses for a meeting to discuss business.
 6. A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée.
 7. Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: (a) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; (b) whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (c) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other officers or employees, or their spouses or immediate family members.
 8. Food or refreshments not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are (a) consumed on the premises from which they were purchased or prepared or (b) catered. For the purposes of this section, "catered" means food or refreshments that are purchased ready to consume which are delivered by any means and consumed on the premises.
 9. Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of an employee), if the benefits have not been offered or enhanced because of the official position or employment of the employee, and are customarily provided to others in similar circumstances.
 10. Intra-governmental and inter-governmental gifts. For the purposes of this section, "intra-governmental gift" means any gift given to an officer or employee from another officer or employee, and "inter-governmental gift" means any gift given to an officer or employee by an officer or employee of another governmental entity.
 11. Bequests, inheritances, and other transfers at death.
 12. Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100, but no such items accepted by an employee shall include cash or cash equivalents.
- C. Disposition of Gifts: An employee, his or her spouse or an immediate family member living with the employee, does not violate this manual if the recipient promptly takes reasonable action to return a gift from a prohibited source to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501(c)(3) of the Internal Revenue Code of 1986, as now or hereafter amended, renumbered, or succeeded.

Section 3.11 Statement of Economic Interest

Certain Village employees are required to file an annual Statement of Economic Interest in accordance with 5 ILCS 420/4A et seq. Employees are to be referred to the applicable Illinois statutes for the current definition of who must file and procedures for doing so. Filing remains the responsibility of the individual employee.

Section 3.12 Alcohol and Substance Abuse Policy

It is the Village of Brookfield's desire to provide and insure that all employees work efficiently in a safe environment. Adherence to the terms of this policy shall be a condition of employment. This policy applies to all employees.

The unlawful use, manufacture, sale, distribution, dispensing, transportation or possession of a controlled substance (illegal drug) is prohibited at any time, except in accordance with duty requirements. The consumption of alcohol at any time during the work day (except when drinking intoxicating beverages is required in accordance with duty requirements) is prohibited. No employee shall be on duty while under the influence of alcohol or drugs, or a combination thereof. In addition, all Village property and Village workplaces are subject to inspection, including, but not limited to, Village lockers assigned to employees and Village vehicles used by its employees. There shall be no expectation of privacy for employees who use Village premises or equipment, including but not limited to, Village lockers, desks, or vehicles. Failure to comply with this policy will result in disciplinary action up to and including termination of employment.

Village of Brookfield employees must report for work in an appropriate mental and physical condition to perform their job and remain in that condition the entire time on duty. Failure to comply with this policy will result in disciplinary action up to and including termination of employment.

The legal use of prescribed drugs or commercially available over-the-counter drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger the employee or other individuals in the workplace. Employees using a prescribed medication or an over-the-counter medication that may impair the performance of their job duties must immediately inform their supervisor of such use.

If the Village has reasonable suspicion to believe an employee is impaired by or under the influence of alcohol or drugs, or a combination thereof during the course of the employee's work day, the Village has the right to require the employee to submit to alcohol or drug testing. Any employee who refuses to take an alcohol and/or drug test shall be subject to disciplinary action, up to and including termination of employment. Any employee who takes an alcohol and/or drug test and fails to pass said test will be subject to disciplinary action up to and including termination of employment.

Employees subject to Department of Transportation (DOT) testing shall be tested in accordance with DOT regulations in addition to the testing and discipline provisions of this policy.

The Village will, to the extent required by law, protect the confidentiality of all drug and alcohol test results.

Employees with questions or concerns about substance dependency or abuse are encouraged to discuss these matters with their supervisor or Human Resources. Employees with drug or alcohol problems shall be responsible to seek and successfully complete treatment either through the Employee Assistance Program (EAP) or an alternate form of treatment.

Employees shall be required to notify Human Resources, within five days, of any plea of “guilty”, plea of “no contest” or plea of “nolo contendere” by the employee or any stipulation or finding of guilt entered against the employee relative to any criminal drug conviction for a violation occurring at the workplace or relative to any charge of driving under the influence of alcohol, driving under the influence of drugs, or driving under the influence of a combination thereof, while on Village business or during work hours.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program.

The Village of Brookfield will comply with all federal, state, and local laws and regulations concerning violations of drug and alcohol use in the workplace. The Village will comply with the applicable requirements of the Drug-Free Workplace Act of 1988, the Americans with Disabilities Act, the Family and Medical Leave Act, and any future new legislation.

Post-Accident Testing

The Village will require post-accident urine, drug and breath alcohol testing of employees as provided for in this policy and/or as required under 49 CFR Section 382.303 and 49 CFR Part 40.

Post-accident urine drug and breath alcohol testing will be required of those employees who are involved in a reportable accident anytime during the course of work hours or while operating a Village vehicle if: (a) the employee receives a citation as a driver for a moving traffic violation arising from the accident; (b) the accident results in any fatality or in any bodily injury to any person (including an employee) who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or (c) there is reasonable suspicion that the employee is under the influence of alcohol or drugs.

A post-accident urine drug test to detect the presence of drugs shall be conducted as soon as possible but not later than thirty-two (32) hours after the reportable or fatal accident. If the test is not administered, the Village shall prepare and maintain on file a record stating the reasons the test was not promptly completed.

A post-accident breath alcohol test shall be conducted within 2 hours of the report of the accident. If not conducted within two (2) hours, a record shall be prepared and retained stating why. If within eight (8) hours an alcohol test is still not conducted, all attempts shall cease and a complete record made of why it was not accomplished. In addition, the driver shall not consume any alcohol for at least eight (8) hours following an accident or until a breath alcohol test has been accomplished.

An employee who is seriously injured and cannot provide a urine specimen or breath alcohol test at the time of the accident shall provide the necessary authorization for obtaining medical records and reports that would indicate if a controlled substance or alcohol was in the employee's system at the time of the accident and the level present.

Failure of the employee to be readily available or refusal to give a urine sample or breath alcohol test when the employee has been involved in an accident covered under this policy, except for an employee who meets the above referenced conditions, shall be considered a refusal to take a test and a positive test result will be assumed.

Compliance with the Village's substance abuse policy is a condition of employment. Failure or refusal of an employee to cooperate fully, sign a required document, submit to any test, or follow any prescribed course of substance abuse treatment will be grounds for discipline, including termination. The Village also reserves the unilateral right to modify, alter, amend, change, discontinue, suspend, cancel or terminate this policy at any time.

Section 3.13 Smoking

Employees shall not smoke in Village buildings, on Village property or in Village vehicles at any time except as provided herein. The Village shall designate an outdoor area at each municipal facility, outside the view of the public, where employees will be permitted to smoke during non-work hours or any unpaid meal period. Even when an employee is not in a Village building, on Village property or in a Village vehicle, the employee, while on duty, is prohibited from smoking except during unpaid meal periods.

Employees violating this policy are subject to discipline, up to and including termination of employment. Discipline may include oral or written warning, reprimands, demotion, suspension, probation or discharge.

ARTICLE IV. EMPLOYEE DISCIPLINE

Section 4.1 Policy

Employees are expected to maintain reasonable standards of conduct, behavior and performance, display a proper regard for the welfare and rights of other employees, customers, businesses, residents of the Village, and the public, and to comply with the provisions of this manual. When employees fail to meet these standards of performance or violate the reasonable rules of conduct, they may be dismissed, demoted, suspended, reprimanded or otherwise disciplined as the circumstances warrant. An employee may be subject to disciplinary action for improper or inappropriate conduct, including, but not limited to: violations of work rules and general rules and regulations, unacceptable behavior, misconduct, poor performance, or unacceptable attendance.

The Village may apply progressive discipline. However, an employee may still be immediately terminated, instead of receiving progressive discipline, for inappropriate conduct, including but not limited to: violation of work rules, unacceptable behavior, misconduct, or poor performance. Human Resources is available for consultation on disciplinary action resulting in oral and written

reprimands and shall be advised in writing by a department head of all discipline issued. Human Resources shall be consulted prior to the initiation of any disciplinary action which results in disciplinary action above a written reprimand.

Section 4.2 Problem Solving

It is the policy of the Village, insofar as possible, to prevent employee problems and to deal promptly with those that do occur. Employees should feel free to discuss problems with their supervisor. The supervisor will discuss the circumstances with the employee and attempt to resolve the matter. Failing resolution at this level, an employee may present the issue to the employee's department head. If the employee remains dissatisfied with the response, the employee may bring the issue to the attention of the Village Manager, or the Village Manager's designee, in writing. The Village Manager or his designee will meet with the employee and review the matter. The employee will be notified of the decision of the Village Manager or his designee. Any decision made by the Village Manager or his designee, is final. Employment actions which are subject to the jurisdiction of the Board of Fire and Police Commissioners are not subject to this procedure.

Section 4.3 Guide for Determining Unacceptable Behavior

In addition to other guidelines outlined in this manual, administrative procedures, and relevant rules of the various departments, the Village has established certain minimum standards of conduct. Some of the work rules, which employees should be familiar with, are listed below.

Violations of such rules will subject an employee to disciplinary action, ranging from an oral reprimand to a recommendation of immediate termination of employment, as deemed appropriate by the department head, and/or Human Resources and Village Manager. The illustrations of offenses listed are by way of example and are not intended to be all-inclusive; rather, the illustrations provide a general guide for determining unacceptable behavior. These rules do not limit the right of the Village to discipline or terminate an employee for any other reason. The Village may revise or change these rules as it deems necessary without prior notice.

- Engaging in fighting, horseplay or reckless conduct on Village premises or while on Village business.
- Physically abusing, intimidating, offending, or coercing through verbal threats any resident, citizen, municipal official, fellow employee or member of the general public.
- Using vile, intemperate, offensive or abusive language, or acting in a disrespectful manner to any resident, citizen, municipal official, fellow employee or any member of the general public.
- Falsifying or alliterating of time-sheets, personnel records, employment applications, attendance, or any other Village records or documents.
- Providing false information or information the employee should have known to be false to a department head, Human Resources, Village Manager, or any other Village representative.
- Refusing to cooperate with the Village during an investigation of a Village or employment-related incident.
- Removing from Village premises, being in the unauthorized possession of, or taking for personal use or any other inappropriate use, any Village vehicle, equipment, supplies,

- tool, material or property, or the vehicle, equipment, supplies, tools or property of a resident, business, Village official or fellow employee.
- Destroying, damaging, defacing, abusing, wasting or misusing Village property, equipment, supplies or materials, or the property, equipment, supplies or materials of a resident, citizen, Village official or fellow employee.
- Creating or contributing to an unsafe condition on Village premises or failing to adhere to safe operating practices.
- Insubordination or refusal of a direct work order or assignment or other breach of conduct.
- Failing to report to work at any time when so directed, including during emergencies.
- Leaving the assigned place of work during work hours when not authorized to do so.
- Violating the Village's Alcohol and Substance Abuse Policies.
- Revealing confidential Village information without proper authorization.
- Being absent without proper notification to the Village. Excessive, unreported or unexcused absences from work. Abuse of sick leave privileges.
- Unauthorized possession of a weapon of any kind on Village premises or while on Village business. This rule does not apply to sworn officers carrying weapons pursuant to Police Department policy.
- Violating the Equal Employment Opportunity, Sexual Harassment, or Americans with Disabilities Act policies.
- Sleeping, loitering or loafing on duty.
- Incompetent, inefficient, negligent or unsatisfactory performance of assigned work.
- Disruptive attitude or abusive language, which is detrimental to the service, programs and operation of the Village.
- Excessive tardiness or early departures from work.
- Allowing the political affiliation of the employee or of a resident or member of the general public to affect or in any other way influence whether a resident or member of the general public receives Village services or in any other way influence the type or quality of Village services available or provided to that resident or member of the general public.
- Violating the Village smoking policy.
- Any act which endangers the safety, health or well-being of an employee or citizen, or which is of sufficient magnitude that the consequences cause or act to cause disruption of work or discredit the Village.
- Violating any of the provisions of the ethics standards.
- Other violations of Village policies and procedures.

Section 4.4 Forms of Discipline

The following forms of discipline are considered progressive and are listed in order of increasing severity. The Village may, however, in its discretion, skip any level of discipline.

Oral Reprimands

- Oral reprimands consist of a conference between the employee's supervisor or other Village official issuing the reprimand and the employee for the purpose of expressing disapproval of misconduct or poor work performance, clarifying applicable rules or standards of performance, policies and procedures, and warning that repetition of the

misconduct or failure to improve work performance may result in more severe discipline. Records of oral reprimands will be maintained in the employee's personnel file.

- Oral reprimands may be used for minor misconduct or performance problems or for first offenses where the offense is not of a sufficiently serious nature to warrant more severe disciplinary action. Generally, oral reprimands may be given ONLY for the first instance of misconduct.

Written Reprimands

- Written reprimands consist of a conference between the employee, his supervisor or other Village official issuing the reprimand to the employee and a letter or notice expressing disapproval of the misconduct or poor work performance, clarifying applicable rules, policies or procedures, and warning that repetition of the misconduct or failure to improve work performance may result in more severe discipline.
- The employee will be given an opportunity to review the written disciplinary letter or notice and to respond to it. The employee is required to sign the letter or notice, which means only that the employee has read the notice and understands what it means, not that the employee necessarily agrees with the discipline. An employee's refusal or failure to sign a disciplinary notice will constitute separate grounds for disciplinary action. An employee will receive a copy of said notice. Copies of written reprimands shall be maintained in the employee's personnel file.
- Written reprimands may be used for repeated misconduct of a minor nature or for more serious misconduct, which does not warrant suspension, dismissal or demotion.

Suspensions

Suspensions are temporary removal from employment, accompanied by a concurrent temporary loss of the privileges of employment, including, but not limited to, wages or salary. Suspensions without pay may be used to discipline employees for serious misconduct or performance problems, or for repeated misconduct or performance problems of a less severe nature. The Village will comply with the Fair Labor Standards Act and Illinois state wage and hour law with regards to unpaid suspensions of exempt employees. It is Village policy to comply with the salary basis requirements of the law. Therefore, the Village prohibits all managers from making any improper deductions from the salaries of exempt employees. Employees should be aware that the Village does not allow deductions that violate the law.

If an employee believes that an improper deduction has been made to his salary, he should immediately report this information to Human Resources. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, the employee will be promptly reimbursed for any improper deduction made. The Village will not tolerate any retaliation against those who make such reports.

Demotion

- Demotion is the reduction in grade or class of employment or assignment to a position of less responsibility, with a corresponding reduction in wage or salary. Demotions may be voluntary, involuntary, disciplinary or non-disciplinary.
- All demotions shall be made in writing, and written notice of a demotion shall be placed in the employee's personnel file.
- Disciplinary demotions may be used to punish serious misconduct and may be used in addition to other forms of discipline.

Discharge

- Discharge or termination of employment is the permanent removal from employment with the corresponding permanent loss of all privileges of employment.
- Immediate discharge may be recommended for any improper or inappropriate conduct including, but not limited to: violation of work rules and general rules and regulations, unacceptable behavior, misconduct, poor performance, or unacceptable attendance, without ever having received an oral reprimand, a written disciplinary notice, a suspension, a reduction in pay, or a demotion.
- Written documentation of the discharge shall be placed in the employee's personnel file.

Section 4.5 Employee Appeal of Disciplinary Action

Any employee has the inherent right to appeal any disciplinary action directly to the Village Manager. This includes reprimand, suspension, demotion, or discharge.

In all instances, an employee must appeal directly to his Department Head first regarding any particular disciplinary action. All appeals should be made within ten (10) working days of the disciplinary action. Once the time element has been followed and the employee has exhausted all direct appeals to the Department Head, and the employee still feels that he has been wronged, the employee can then appeal to the Village Manager. Again, the employee must appeal directly to the Village Manager within ten (10) working days of the disciplinary action.

All appeals to the Village Manager must be put in writing and enumerate all the instances surrounding the particular infraction that resulted in the disciplinary action. Specifically the written appeal should state the involved, what particular infraction resulted, the exact causes of this particular infraction, the employee's views on this alleged infraction, and generally a complete report regarding the entire incident resulting in disciplinary action.

In all cases the appeal will be held and heard within ten (10) working days from the date of notification. Upon being notified that an appeal will be made regarding a particular discipline action, the Village Manager will contact the respective Department Head and request that Department Head to submit to the Manager's Office for a review, a complete report regarding the Department Head's views of the alleged infraction, and the reasons for implementing the disciplinary action. A hearing will be scheduled and all participants notified, including the Department Head and the respective employee. In both instances, the respective parties will be allowed to inspect each other's written report therefore insuring that at the time of the hearing, all matters regarding the disciplinary action are known to each party. In addition, either of the two parties, management, or legal representative may obtain statements from direct participants or witnesses to the alleged infraction and present these along with any appropriate written statement to the Village Manager prior to the hearing. Again, each party, on each side will have a chance to peruse these particular documents. This methodology will insure a complete information flow by the time of the hearing. The Village Manager will have the inherent right to cause witnesses to testify or to bring in additional parties that he feels will be helpful to clarify the situation. The Village Manager may require that all statements be made under oath. At the particular hearing, the employee or his direct representative shall be afforded an opportunity to call witnesses or otherwise introduce evidence tending to establish that the disciplinary action resulted against him was not for just cause. The Village Manager or his representative may introduce evidence in connection with those reports and statements enumerated above, and also

introduce the employee's Personnel File and all such documents that would tend to clarify the exact situation regarding the alleged infraction resulting in disciplinary action to a particular employee. Upon termination of the appeal hearing, the Village Manager within ten (10) working days will render an opinion regarding the particular incident. In all cases, the Village Manager's opinion will be final.

ARTICLE V. EVALUATIONS AND COMPENSATION

Section 5.1 Evaluations

Purpose

The performance evaluation program is intended to do one or more of the following:

- Provide employees with formal feedback about their performance;
- Commend employees for good or excellent performance;
- Provide recommendations for improving performance;
- Identify areas where employees might benefit from training;
- Review status of previously set goals and objectives and establish new goals and objectives.

Evaluation Procedures

Employee evaluations shall be made in writing. Each employee should meet individually with their supervisor annually following their anniversary date to discuss the results of their performance evaluation. Employees shall have the opportunity to comment in writing on the evaluation form prior to signing it. By signing the evaluation, the employee is acknowledging receipt of the evaluation, not necessarily agreement with its contents. The evaluation shall be retained by the Village and become part of the employee's personnel file.

If an employee wishes to dispute his evaluation, he may do so within thirty (30) days of the evaluation. Such disputes must be in writing and transmitted through the proper administrative channels (i.e., if the dispute is not resolved at the immediate supervisory level, the employee may pursue the matter of the dispute through the chain of command with the next supervisor, department head, Human Resources, and ultimately the Village Manager). The Village Manager shall be the final authority in all disputes. If the employee disagrees with the Village Manager's final decision, the employee can ask that the written dispute be added to his personnel file.

Section 5.2 Acting Status

In the event that a prolonged vacancy occurs in a supervisory or administrative position, an existing employee may be asked to assume the duties of the vacant position in an "acting capacity." Such appointment shall be made by the Village Manager and shall be considered a temporary appointment. The extent, if any, that an employee is paid for such additional duties when serving in an acting capacity in a higher level position, will be determined by the Village Manager in his discretion.

ARTICLE VI. EMPLOYEE BENEFITS

The Village provides for employee benefits as described below. The Village reserves the right to change employee benefits. Nothing in this manual constitutes a promise that the benefits will not be changed or terminated.

The description of the benefits contained herein is for employees' information. To the extent that anything in this manual contradicts information contained in the applicable statutes, employee benefit plans or summary plan descriptions applicable to these benefits, those applicable statutes, employee benefit plans and/or summary plan description documents are controlling. An employee may receive a copy of the plan or the summary plan description by requesting such information from Human Resources.

Section 6.1 Health Benefits

All regular, full-time employees may participate in the comprehensive group health insurance plans provided by the Village. Dependent coverage is available and is subject to the eligibility requirement of the carrier. Each full-time employee will receive a packet, which includes a Benefit Guide and other materials explaining in detail the benefits provided and applicable employee contributions. Part-time and temporary/seasonal employees are not eligible for health insurance coverage. Medical premiums are deducted on a pre-tax basis.

Section 6.2 Dental Benefits

All regular, full-time employees may participate in the comprehensive group dental insurance plans provided by the Village. Dependent coverage is available and is subject to the eligibility requirement of the carrier. Each full-time employee will receive a packet, which includes a Benefit Guide and other materials explaining in detail the benefits provided and applicable employee contributions. Part-time and temporary/seasonal employees are not eligible for health insurance coverage. Dental premiums are deducted on a pre-tax basis.

Insurance plans may be amended from time to time. Details of the plans are available through Human Resources.

Section 6.3 Consolidated Omnibus Budget Reconciliation Act (COBRA)

It is the policy of the Village of Brookfield to comply with all provisions of the Consolidated Omnibus Budget Reconciliation Act, enacted by the Federal Government on April 7, 1986. Under COBRA, employees or their dependents covered by a group health insurance plan are entitled to certain rights for an extension of health insurance coverage (called "continuation coverage") at group rates in certain instances where coverage under the plan would otherwise end. For further details, contact Human Resources.

Section 6.4 Section 125 Flexible Spending Account

The Village offers on a voluntary basis a 125 Flexible Spending Account to all regular, full time employees. This tax-advantaged plan allows employees to use pre-tax dollars to pay for certain

medical costs and/or dependent care. Information regarding this plan is available through Human Resources.

If an employee pays for his health insurance contribution or premiums for optional insurance coverage on a pre-tax basis or contributes to a flexible spending account for other health or dependent care related costs, those contributions could impact the amount of an employee's future IMRF pension. When an employee pays for his health insurance, dental insurance and/or FSA contribution costs with pre-tax dollars, that money is not reported as earnings to IMRF. An IMRF pension is calculated using an employee's total service credit and an employee's Final Rate of Earnings (the highest 48 months of salary in the last 10 years of service credit). If the salary reported to IMRF is reduced due to pre-tax contributions, the Final Rate of Earnings used to calculate an employee's pension will be impacted accordingly. An employee who is considering retirement within the next four to five years may wish to consult an IMRF service representative (800.ASK.IMRF) for more information.

Section 6.5 Employee Assistance Program (EAP)

The Village provides an Employee Assistance Program (EAP) for use by all Village employees and their dependents in order to help employees address personal problems, which may affect job performance or general personal attitude. Employees are encouraged to seek EAP assistance/counseling before their job performance is affected. Further information may be obtained through Human Resources.

Section 6.6 Life Insurance

Life insurance shall be provided for all regular, full-time employees in the amount of \$40,000 or as determined by a collective bargaining agreement. Executive employees shall be provided coverage in the amount of \$100,000. Life insurance coverage ceases with termination of employment. To the extent permitted under the policy, a terminated employee may be allowed to continue limited life insurance coverage at his own expense. Terminated employees interested in continuing limited life insurance coverage should contact Human Resources.

Additional group term life insurance is available to certain qualifying participants. Please contact Human Resources for further information.

Section 6.7 Accidental Death and Dismemberment

Accidental Death and Dismemberment Insurance coverage shall be provided for all regular full-time employees. Accidental Death and Dismemberment Insurance ceases with termination of employment. Further information regarding Accidental Death and Dismemberment Insurance Coverage can be obtained through Human Resources.

Section 6.8 Credit Union

The Village of Brookfield participates in the Credit Union 1 Credit Union, which offers memberships to all Village employees. Further information regarding the Credit Union can be obtained through Human Resources.

Section 6.9 Direct Deposit

The Village of Brookfield offers Direct Deposit to all employees. Participation is encouraged, but not mandatory. See Human Resources for more information.

Section 6.10 Pension Programs

Eligibility

Retirement benefits are provided for all regular, full-time and regular part-time employees who are expected to work 1,000 hours or more per year. All employees, with the exception of regular, full-time sworn police officers and firefighters, are covered by Social Security. All employees with the exception of sworn police officers and firefighters hired on or before March 31, 1986, are covered under Medicare.

Social Security and Medicare

Both the employee and the Village contribute on the employee's behalf for Social Security and Medicare benefits. Social Security benefit estimates may be obtained by contacting the Social Security Administration. Forms for verification of earnings records may also be obtained from the Social Security Administration.

Illinois Municipal Retirement Fund

All regular employees, except for full-time employees covered under either the Downstate Police Pension Fund or the Downstate Firefighters Pension Fund, who are expected to work 1,000 hours or more in a year are required to contribute to IMRF, a statewide pension fund. Participation costs are paid through payroll deductions. The employee contribution is determined by State statutes. In addition, the Village contributes an actuarially determined amount on behalf of each participating employee. Employee contributions are currently not taxed at the time of contribution.

IMRF also provides disability and death benefits to its members. Information regarding IMRF benefits and qualification requirements are available through Human Resources or by calling IMRF directly at (800) ASK-IMRF.

Downstate Police Pension Fund

Sworn police officers may apply for participation in the Brookfield Police Pension Fund. Only employees who are accepted into the Fund may participate in it. The Fund is managed, in accordance with Illinois law, by a local Police Pension Board. Both the Village and Fund members contribute to the Fund. The employee contribution rate is established by State statute. The Village contributes an actuarially determined amount.

Participation in this pension program is subject to the rules and regulations of the Fund. Information regarding membership, pension benefits, and qualification requirements is available through the Police Pension Board.

Downstate Firefighters Pension Fund

Firefighters may apply for participation in the Village of Brookfield Firefighters' Pension Fund. Only employees who are accepted into the Fund may participate in it. The Fund is managed, in accordance with Illinois law, by a local Firefighter Pension Board. Both the Village and Fund

members contribute to the Fund. The employee contribution is established by State statute. The Village contributes an actuarially determined amount.

Participation in this pension program is subject to the rules and regulations of the Fund. Information regarding membership, pension benefits, and qualification requirements is available through the Firefighter Pension Board.

Section 6.11 Deferred Compensation

The Village provides an option to any regular full-time employee to invest a portion of his present earnings in a deferred compensation plan. This is an arrangement where a certain dollar amount or percentage can be designated by the employee to be withheld from his paycheck and invested for payment at a later date, usually at retirement, when most people are in a lower income bracket. Under this arrangement, neither the deferred amount nor earnings on the investments are subject to Federal income taxes until such time as the employee receives payment from the plan.

All benefits and requirements of the respective plans are described in the policy booklets available through Human Resources.

Benefits received through this program are in addition to any Social Security or Public Employees' Retirement System benefits for which the participating employee would be eligible. Enrollment can be arranged through Human Resources and is open to any individual who has achieved "regular" employee status with the Village. Contributions to the program are financed solely by the employee through payroll deduction.

ARTICLE VII. EDUCATION

Section 7.1 Training, Travel and Tuition Reimbursement

Training

The Village recognizes that attendance at and participation in seminars or conferences is a valuable tool for updating an employee's job knowledge, skills and abilities. Requests by employees to attend seminars, conferences, workshops, conventions and the like should be submitted through their supervisor for review and approval by the respective department head subject to budgetary and scheduling parameters.

Employees attending a conference, meeting, class, seminar, convention or similar occasion as a representative of the Village of Brookfield are expected to conduct themselves in a professional manner. Any improper conduct will be treated as if it occurred during regular working hours and the employee may be subject to disciplinary action for such improper conduct, up to and including termination of employment.

Travel

Subject to the conditions set forth below, the Village of Brookfield will reimburse employees for reasonable business travel expenses incurred while on professional business away from the normal work location. Business travel must be approved in advance by the department head. A

Travel Authorization Form shall be required for business travel in which the length of the time away from the Village exceeds a single day and must be approved in advance by the department head and the Village Manager. When travel requiring an authorization form is completed, employees are to submit to the finance department the Travel Expense Reimbursement Form confirming expenditures within ten (10) business days.

For details relative to amounts of reimbursement and applicable procedures please consult with the Village Manager.

Abuse of the travel regulations, including falsifying expense reports to reflect costs not incurred by the employee, may be subject to disciplinary action, up to and including termination of employment.

Tuition Reimbursement

The Village of Brookfield supports employees who wish to continue their education to enhance their effectiveness in their current position and to provide for growth opportunities within the Village organization. In keeping with this philosophy, the Village has established a reimbursement program for expenses incurred through approved institutions of learning.

All full-time regular employees, who have completed their introductory period and are meeting performance expectations, are eligible for benefits under this policy. Employees may pursue a degree or take individual courses at approved and accredited educational institutions under this program, provided the course of study offers growth in an area related to his current position or may lead to promotional opportunities within the Village and the Village approves the course(s). All employee requests for tuition reimbursement shall be subject to the availability of budgeted funds.

An Employee Education Authorization form must be completed and submitted to the Village Manager for approval prior to enrolling in any course (individually or under an approved degree program). Forms may be obtained from Human Resources. The Village Manager, with input from the applicable department head and taking into account the employee's current and future assignments, potential impact on the employee's work responsibilities and availability of funding will direct Human Resources to advise the employee in writing as to whether their request has been approved.

For budgeting and planning purposes, the Employee Education Authorization form is to be submitted to the Village Manager by October 1 (prior to the commencement of the new fiscal year on January 1). Participation in the tuition reimbursement program in no way obligates the Village to pay the entire cost of a degree program. Each tuition reimbursement applicant will be notified by Human Resources in writing by December 15 of the course(s) eligible for reimbursement. If funding permits, a request for reimbursement may be approved by the Village Manager after the commencement of the fiscal year, subject to the submission of such requests at least 30 days prior to the commencement of the class.

An Employee Education Request for Reimbursement form must be submitted for payment within 30 days from the end of the semester or term. The Village shall reimburse the employee the following percentage of all tuition, books, and fees: 100% for any course in which the employee receives a grade of "A"; 85% if the employee receives a grade of "B"; and 70% if the employee

receives either a grade of "C" or "Passing" (in a Pass/Fail course). If a course is offered both for a grade or pass/fail, the employee must take the course for a grade. A copy of the official grade record and itemized receipts documenting all of the expenses must be included with the Employee Education Request for Reimbursement form. An employee may also be required to provide the Village with a certified copy of their official grade records, if requested, by the Village. An employee must be employed with the Village at the time of course completion and/or degree program completion to be eligible for reimbursement.

The schedule of courses selected must not interfere with the employee's normally assigned working hours. Time off with pay will not be allowed for an employee to attend courses in connection with the Tuition Reimbursement Program.

The maximum number of credit hours that will be considered by the Village for reimbursement in any fiscal year is 18. Employees are encouraged to limit their enrollment in any term or semester to two (2) courses. Exceptions may be granted by the Village Manager based on special circumstances.

Other miscellaneous expenses such as parking, supplies, social dues, athletic fees, computer access charges, etc., are not reimbursable. Village reimbursement shall not exceed 100% of the actual out-of-pocket cost paid by the employee for eligible expenses and as such may be reduced by any other financial aid that does not have to be repaid (such as the GI Bill, scholarships and grants).

An employee who accepts tuition reimbursement does so with the understanding that they assume a responsibility of one year of service from the date of reimbursement. In the event the employee leaves his employment voluntarily, absent unforeseen circumstances, the total amount of reimbursements paid to the employee in the preceding 12 months becomes due and payable from the employee's final paycheck or other arrangements may be made to repay the Village prior to termination of employment.

ARTICLE VIII. HOLIDAYS, PERSONAL DAYS, VACATION AND PAID TIME OFF

Section 8.1 Holidays

The Village provides to regular employees the following twelve and one-half (12 1/2) paid holidays each year:

New Year's Day	Thanksgiving
Martin Luther King Day	Friday after Thanksgiving
President's Day	Christmas Eve
Good Friday	Christmas Day
Memorial Day	New Year's Eve (1/2 day)
Fourth of July	Employee Birthday
Labor Day	

Regular full-time employees shall be paid for the holiday. Regular part-time employees shall earn holiday pay if the holiday falls on their regularly scheduled work day. Temporary and seasonal employees are not eligible to receive holiday pay.

Regular full-time, non-exempt, hourly employees required to work on a recognized holiday will be paid at the rate of one and one-half times the employees' regular hourly rate for those hours actually worked on the recognized holiday. In addition, the employees may either elect to be paid for the holiday or to take the holiday off at another date within the calendar year subject to the approval of the employees' supervisor. Any such holiday hours not used by the end of the calendar year shall be paid out to employees.

The Village Manager reserves the right to close Village Hall early the day before a holiday at his discretion.

Employees must observe their birthday holiday on their actual birthday. Request for using this benefit on a day other than the employee's actual birthday must be approved by the Village Manager.

Employees who terminate or retire will not receive pay for unused holidays.

Section 8.2 Religious Holidays

An employee may take days off for religious observances of his religious faith, consistent with the operational needs of the department and approval of the employee's supervisor. Such days off are charged against vacation, personal leave, paid time off, or leave without pay. An employee must provide their supervisor with at least two weeks notice of the need to be absent for a religious holiday so that the Village can attempt to accommodate the request.

Section 8.3 Personal Days

Regular full-time employees shall receive on each January 1 sixteen (16) hours of paid personal leave. Supervisory level employees shall receive on each January 1 thirty two (32) hours of paid personal leave. Temporary and seasonal employees are not eligible for personal holiday leave.

In order to use a personal day, an employee must give notice to his department head not less than forty-eight (48) hours prior to the day selected. Approval will be granted provided the employee's selection of his personal holiday does not materially disrupt Village service to the public and does not result in an overtime situation. Personal holiday approval is at the discretion of the employee's supervisor.

Newly hired, regular full-time employees shall receive their personal days on the date of hire.

All employees must use personal leave within the calendar year it is made available or the time off is forfeited. Personal leave may not be carried over to the next calendar year. The one exception is for newly hired employees who, upon approval of the department head and Human Resources, may carry over personal leave granted prior to the commencement of their first full calendar year of employment with the Village.

Section 8.4 **Vacation**

Non-introductory, regular full-time employees (other than sworn fire personnel working a 24/48 schedule) shall be granted vacation leave in accordance with the following schedule.

Employees accrue vacation hours beginning the first month of employment. The rate of vacation accrual is based on the employee's years of service at his or her anniversary date. Vacation leave is awarded to the employee on January 1 of each year, based on the vacation hours accrued in the previous calendar year, and are to be used by December 31 of that year.

Regular Full-Time Employees

Length of Continuous Service	Working Days of Vacation Per Year	Hours of Vacation Per Year	Rate of Accrual per Pay Month
After 1 year	10	80	6.6667 hrs
After 5 years	15	120	10.0000 hrs
After 10 years	20	160	13.3333 hrs
After 20 years	25	200	16.6667 hrs
After 21 years	26	208	17.3333 hrs
After 25 years	27	216	18.0000 hrs

No advancement of vacation shall be allowed.

Vacation time must be scheduled and taken with the approval of the employee's supervisor. In approving vacation schedules, supervisors consider both employee preference and Village needs. Individual employee convenience will be honored to the greatest extent possible, but the Village may dictate actual dates based upon overall departmental and Village needs. The Village recognizes that in some instances employees may not be able to use all of their vacation during the calendar year. An employee may carry over a portion of their vacation from one calendar year to the next as follows: for those who earn three or less weeks (120 or less hours) per year, 40 hours; those who earn 4 or more weeks per year (160 or more hours) per year, 80 hours. Any vacation carry-over must be used within the next calendar year. No carry-over vacation may be accumulated to a subsequent year. An employee must submit a written request for carry-over to their department head and Human Resources for carry over no later than thirty (30) days prior to the end of the calendar year. Failure to use earned vacation time as permitted herein will result in forfeiture of that vacation time and pay.

If a payday falls within an employee's scheduled vacation, an employee may not receive his paycheck in advance and should plan accordingly. Vacation benefits are designed for employees to have occasional rest and recreation away from the workplace. Therefore, employees should take their vacations. Pay in lieu of vacation shall not be permitted (except when an employee is leaving the employ of the Village and has or will have unused earned or accrued vacation time as of their final day of work subject to the Village's carry over rules).

Holidays observed during a vacation leave period are not charged against vacation leave.

In case of an emergency or operational need, the respective department head may cancel and reschedule any or all approved vacation leaves in advance of its being taken, or call back any employee from a vacation leave in progress. Vacation leave cancelled by the Village shall be rescheduled as soon as possible during the same calendar year or carried over to the next calendar year, subject to the approval of the department head.

Generally, it is anticipated that executive employees will work in excess of eighty (80) hours per bi-weekly pay period. When situations and events occur, planned or unplanned, which do not fit into the normal work day, it is expected that executive employees work reasonable extra time to accomplish the task for assignment. Due to this expectation, executive employees shall accrue five (5) days of additional vacation paid leave annually. This additional vacation leave shall be accrued on the same basis as provided in this section. The time taken shall be scheduled and taken as vacation leave with the approval of their immediate supervisor. This additional vacation time must be taken as time off during the calendar year or forfeited.

Section 8.5 Vacation Leave for Sworn Supervisory Fire Personnel

Sworn supervisory fire personnel working a 24/48 schedule will earn vacation leave in accordance with the following schedule:

<u>Length of Continuous Service</u>	<u>Hours of Paid Time Off Effective January, 2008</u>	<u>Days of Paid Time Off Effective January, 2008</u>
After 1 year	120	5
After 5 years	168	7
After 10 years	240	10
After 20 years	288	12
After 21 years	312	13
After 25 years	336	14

Vacation Leave Eligibility

An employee shall not be eligible to earn any vacation leave so long as he is on layoff, suspension or approved leave of absence without pay of thirty (30) days or more.

Vacation Leave Scheduling

Vacation leave shall be scheduled insofar as practicable at times desired by each employee, with the determination of preference being made based on seniority and operational need. It is expressly understood that the final right to designate all periods in which paid time off may be taken and the maximum number of employee(s) who may be on paid time off at any time is exclusively reserved to the Fire Chief or his designee, in order to ensure the orderly performance of services provided by the Village. Vacation leave shall only be used in increments of twenty-four (24) hours, unless otherwise approved in advance by the Fire Chief or his designee. Absent an emergency, vacation leave must be requested between September 1 and December 31 of each calendar year for use during the following calendar year, unless otherwise authorized by the Fire Chief or his designee. No employee shall utilize any vacation leave without the prior approval of the Fire Chief or his designee.

Vacation Leave Carryover

If vacation leave is not used within the calendar year, it will be forfeited. The Village Manager or his designee, in his sole discretion, may approve the carryover of up to forty-eight (48) hours of accumulated vacation leave, if the request for carryover is submitted in writing when the employee submits his request for vacation leave for the following calendar year pursuant to vacation scheduling procedures. Such vacation leave must be used in increments of twenty-four (24) hours, unless otherwise approved in advance by the Fire Chief or his designee, and approved in advance by the Fire Chief or his designee.

Kelly Days

Employees assigned to 24 hour work shifts will receive thirteen (13) Kelly days per year to reduce the normal work week to 50 hours (2600 hours per year).

FLSA Work Period

The normal work period for employees assigned to 24-hour shifts shall be twenty-seven (27) calendar days. For FLSA purposes, each employee's work cycle may be established so that a Kelly day is used in each of the thirteen (13) cycles to reduce the hours worked.

The sequence of employees' Kelly Days on each shift shall be scheduled so that no more than two employees are scheduled off on a Kelly Day on any given 24-hour duty shift. Once scheduled, Kelly Days may be rescheduled, with the permission of the Fire Chief or his designee, only if the employee suffers an injury or illness that requires medical attention, such injury or illness occurs prior to the scheduled Kelly day; or such injury or illness results in the employee being disabled throughout the period of scheduled Kelly Days. Kelly Day trades shall be considered a duty trade for FLSA purposes and will not result in the payment of overtime to either of the employees involved in the exchange of Kelly Days and shall not be carried over into the next calendar year.

ARTICLE IX. LEAVES OF ABSENCE

Section 9.1 Sick Leave

The Village recognizes that employees may on occasion become ill or injured. Accordingly, the Village may grant regular, full-time employees paid sick leave privileges in case they are unable to work because of illness or injury. Employees are reminded that sick leave is a privilege, not a right, and shall be used only as provided for in this policy.

Accumulation

All regular, full-time employees, with the exception of sworn supervisory fire personnel working a 24/48 schedule, shall earn eight (8) hours for each completed calendar month of service with the Village. Employees may accrue a maximum of 1040 sick leave hours. Sworn supervisory fire personnel working a 24/48 hour shift shall earn twelve (12) hours for each completed calendar month of service with the Village. These employees may accrue a maximum of 1383 hours. An employee shall not be eligible to earn any sick leave hours so long as he is on unpaid time off due to illness or injury of thirty (30) days or more. An employee shall not be eligible to earn any sick leave hours so long as he is on layoff, suspension, or approved leave of absence without pay of thirty (30) days or more.

Use

Sick leave may be used for non-work related personal illness or injury, disability, emergency medical care, dental care or physician's appointments, which cannot be scheduled during an employee's non-work hours. Sick leave time that also qualifies as FMLA leave will run concurrently with FMLA for eligible employees (see FMLA policy, Section 8.7). To the extent possible, employees are expected to schedule physician's appointments or other appointments for medical care during their non-working hours. Sick leave may also be used for the medical care of a member of the employee's immediate family as necessary. Evidence of necessity may be required. For purposes of this Article, the term "immediate family" shall mean the employee's spouse, children, and parents. Generally, and to the extent provided by law, employees who are ill and on paid sick leave are expected to be confined to their place of residence or be hospitalized, unless en route to, from, or at the doctor's office pharmacy.

Sick leave must be taken in one (1) hour increments.

If a supervisor determines that an employee has a pattern of illnesses that becomes excessive, or has more than twelve (12) occurrences in twelve (12) months, will result in disciplinary action, up to and including termination of employment.

Abuse of sick leave privileges when the above conditions are not met will result in disciplinary action, up to and including termination of employment. Sick leave is granted at the discretion of the department head. Sick leave may not be used as vacation time, personal days, or other personal leaves.

Reporting of Absence

Initial notice of illness or injury requiring absence from work must be reported to the employee's immediate supervisor (or as designated per departmental policy) as far as possible in advance of the starting time for the scheduled work day or shift. An employee whose job requires a substitute for a particular shift must give notice at least two (2) hours in advance of his assigned starting time unless circumstances make such advance notice impossible, in which case, notice will be provided as soon as possible. Failure to provide proper notice may result in disciplinary action, up to and including termination of employment.

For absence due to illness or injury that will have duration of longer than one (1) day, employees should provide reasonable reporting of the status of their condition. The Village may check on the employee's progress towards recuperation from time to time.

Physician's Certificate

The Village requires a physician's or equivalent medical certificate from employees who are absent under the sick leave policy. Said verification is at the employee's expense and will be requested when an employee has been utilizing sick leave for a period of three (3) or more days. The Village may require a physician's or equivalent medical certification from employee who; has repeated illnesses of shorter periods; is absent due to illness or injury on the day of, before, or after a holiday; uses a combination of sick time and scheduled or unscheduled overtime during the same work week or payroll period or is otherwise suspected of use of sick leave for an unauthorized purpose. Failure to provide a proper medical certificate within a reasonable time after one is requested may result in disciplinary action, up to and including termination of employment. In addition, failure to return to work after being released by a physician to do so

may result in disciplinary action, up to and including termination of employment. If an official holiday occurs while an employee is on bona fide sick leave, the employee shall be paid for the holiday and the day shall not be deducted from the employee's sick leave.

Section 9.2 Sick Leave Incentives

Perfect Attendance Award

A regular full-time employee who has not taken any time off from work (with the exception of approved vacation, holiday, paid time off,) during the course of a calendar year will receive a bonus equal to one (1) day's base pay. This award will be based on attendance during a calendar year, beginning January 1 and ending December 31. Payment to eligible employees would be made by March 1 of the following year. Only individuals employed for a full calendar year are eligible.

Section 9.3 Sick Leave Buy Out at Termination

Upon retirement or termination, based upon causes other than disciplinary, a regular full-time employee shall be paid at his final hourly rate in accordance with the following schedule:

- After one (1) year of service, employee shall receive compensation for fifty (50) percent of all accumulated sick leave, not to exceed 720 hours.
- After twenty-five (25) years of service, the employee shall receive compensation for sixty (60) percent of all accumulated sick leave, not to exceed 720 hours.
- After thirty (30) years of service, the employee shall receive compensation for seventy-five (75) percent of all accumulated sick leave, not to exceed 720 hours.

Section 9.4 Bereavement Leave (Funeral Leave)

A regular full-time employee (with the exception of sworn fire personnel working a 24/48 schedule) may, in the event of the death of an immediate family member, be granted a paid leave of up to three (3) work days for bereavement, and up to twelve (12) hours over three (3) consecutive days for part time employees. Bereavement Leave shall be utilized within five (5) days of the death or memorial service. For purposes of this section immediate family is defined as the employee's legal spouse, children (including step), parents (including in-laws), brothers and sisters (including in-laws), son-in-law, daughter-in-law, grandparents, grandparents of spouse, and grandchildren.. Eligible employees may in the event of the death of an extended family member be granted a paid leave of one (1) work day for bereavement. For the purpose of this section, extended family is defined as aunt, uncle, first cousin, niece or nephew. Upon recommendation of the department head and Human Resources an employee may be granted up to two (2) additional consecutive work days of leave for unusual circumstances. Such additional leave may be charged against accumulated sick leave to the extent such leave is available.

The department head in conjunction with Human Resources must approve all requests for leave with pay resulting from a death in the family and will determine the number of days of leave to be granted to the employee based on the circumstances, including but not limited to any travel distance.

Sworn supervisory personnel in the Fire Department may be provided with two (2) twenty-four-hour shift days as funeral leave in the event of a death in the immediate family (as defined above). In the event of a death in the extended family (as defined above), an employee shall be granted up to one (1) shift day with pay as bereavement leave if the employee attends the funeral/memorial service.

The Fire Chief in conjunction with Human Resources must approve all requests for leave with pay resulting from a death in the family and will determine the number of days of leave to be granted to the employee based on the circumstances, including but not limited to any travel distance. Upon recommendation of the Fire Chief and Human Resources, an employee may be granted up to one (1) additional work day of leave for unusual circumstances. Such additional leave may be charged against accumulated sick leave to the extent such leave is available.

Section 9.5 Jury Duty Leave, Legal or Administrative Proceedings

All regular employees shall receive full pay for time not worked while serving on jury duty for the term of the jury service, testifying as a witness on behalf of the Village, or testifying pursuant to a subpoena regarding matters related to their employment with the Village. Employees shall provide a copy of the summons or subpoena to their supervisors upon receipt so that proper arrangements for the employee's absence may be made. The employee may keep any payment received for such jury or witness duty, such as jury pay vouchers and checks, to cover daily expenses. Failure to notify his department head in a timely manner may result in the employee not being compensated for such civic duty. Employees serving on jury duty or as a witness on behalf of the Village will continue to accrue vacation, sick leave, and other similar benefits.

No employee shall receive pay for time not worked while testifying as a witness in a case filed by the employee against the Village, its officers or employees, or in a case which is personal and not related to Village operations or the employee's employment with the Village.

Section 9.6 Disability Leave

Not Work Related

The Village of Brookfield will consider granting a paid disability leave to an eligible employee who is unable to work due to a medical disability lasting longer than three (3) days. You are eligible for paid disability leave if you are a full-time employee.

For purposes of this policy, medical disabilities include, but are not limited to, temporary disabilities associated with pregnancy, childbirth and related medical conditions. Requests for paid disability leave will be evaluated based on a number of factors, including anticipated work load and staffing available during the proposed period of absence.

The employee should submit his request for paid disability leave to his Department Head and Village Manager as soon as possible. A physician's statement must be provided verifying the medical disability, its beginning date and expected ending date. Any changes in this information must be promptly reported to the Department Head and Village Manager.

Generally, you will not be considered for paid disability leave in excess of ninety (90) calendar days every twelve (12) months. If the initial period of paid disability leave proves insufficient,

consideration will be given to a written request for a single extension of no more than thirty (30) calendar days. The Village will consider an employee's request for a longer leave of absence if such a leave would constitute a reasonable accommodation under the American's with Disability Act and such a leave would not create an undue hardship for the Village.

You must take any available paid sick and/or vacation leave as part of the paid disability leave. FMLA leave will run concurrent with all disability leaves.

If a non-sworn employee has not returned to work after thirty (30) calendar days, such employee may be eligible for IMRF disability benefits, in accordance with State law.

Return to Work

An employee shall be required to provide a fit-for-duty release before he will be allowed to return to work after a disability leave. For all disability leaves, the Village retains the right to send the employee to the Village's physician of choice, at the Village's expense, to determine whether the employee is fit for duty, and/or to verify the employee's ongoing disability status.

Upon the employees return to work, a reasonable effort will be made to return the employee to the same position or, if it is not available, to a similar available position for which the employee are qualified, in compliance with applicable law. However, the Village cannot guarantee the employee reinstatement.

Failure to Return from Leave

An employee, with the exception of a sworn fire employee working a 24/48 schedule, who fails to return to duty within three (3) work days after receiving a medical release, shall be considered to have resigned from such service in the absence of evidence of extenuating circumstances.

A Fire Department employee working a 24/48 schedule who fails to return to duty within two (2) work days after receiving a medical release shall be considered to have resigned from such service in the absence of evidence of extenuating circumstances.

Benefits While on Leave

While on a paid leave of absence the Village will continue to provide benefit coverage. For any unpaid leave of absence exceeding one (1) month, the employee will be required to pay for coverage unless otherwise provided by law.

While on a paid or unpaid leave of absence or layoff, the employee may be eligible for coverage under applicable group health/dental and life insurance plans to the extent provided in such plan(s) and subject to the payment of any applicable premiums.

During an unpaid leave, seniority, vacation time, holiday time, sick leave and personal days and/or paid time off shall not accrue except as required by law. Full-time law enforcement officers or full-time firefighters may be entitled to greater benefits as provided under the Illinois Public Employee Disability Act for injuries arising in the line of fire.

Section 9.7 Family and Medical Leave

Policy

Family and Medical Leave provides an opportunity for an eligible employee to take up to 12 weeks of unpaid family/medical leave (or 26 weeks of family military leave to care for a covered servicemember with a serious injury or illness) within any 12 month period, with a guarantee of being restored to the same or equivalent position upon his return from leave, provided the employee: (1) has worked for the Village for at least 12 months; (2) has worked at least 1250 hours in the last 12 months; and (3) is employed at a worksite that has 50 or more employees within a 75-mile radius. The “12-month period” is measured forward from the date the employee’s FMLA leave first begins and shall run for 12 consecutive months, at which point a new twelve month period shall not commence until the employee utilizes additional FMLA leave.

Reasons for Basic FMLA Leave

If an employee is eligible, he may take family/medical leave for any of the following reasons: (1) the birth of a son or daughter and in order to care for such son or daughter during the first 12 months following birth; (2) the placement of a son or daughter with the employee for adoption or foster care during the first 12 months following placement; (3) to care for a spouse, son, daughter, or parent (“covered family member”) with a serious health condition; or (4) because of the employee’s own serious health condition which renders an employee unable to perform the functions of his position. Where both spouses are employed by the Village, the total amount of leave they can take may be limited to twelve weeks for the birth or adoption of a son or a daughter or to care for a sick covered family member.

An employee may not be granted FMLA leave to gain employment or work elsewhere, including self-employment. If an employee misrepresents facts in order to be granted FMLA leave, he will be subject to immediate termination.

Reasons for Military Family Leave

There are two types of Military Family Leave available:

- **Qualifying Exigency Leave:** Employees meeting the eligibility requirements described above may be entitled to use up to 12 weeks of their Basic FMLA Leave entitlement to address certain qualifying exigencies. Leave may be used because of any qualifying exigency arising out of the fact that a spouse, son, daughter, or parent of the employee is on covered active duty (or has been notified of an impending call or order to covered active duty) in the armed forces.

Covered active duty means duty during deployment with the armed forces to a foreign country for members of a regular component or a reserve component of the armed forces.

Qualifying exigencies may include the following reasons: (1) short-notice deployment (up to 7 days of leave); (2) attending certain military events; (3) arranging for alternative childcare; (4) addressing certain financial and legal arrangements; (5) periods of rest and recuperation for the servicemember (up to 5 days of leave); (6) attending certain counseling sessions; (7) attending post-deployment activities (available for up to 90 days after the termination of the covered servicemember’s covered active duty status); (8)

other activities arising out of the servicemember's covered active duty or call to active duty and agreed upon by the Village and the employee.

- **Leave to Care for a Covered Servicemember:** There is also a special leave entitlement that permits employees who meet the eligibility requirements for FMLA leave to take up to 26 weeks of leave during any single 12-month period if the employee is the spouse, son, daughter, parent, or next of kin caring for a covered military servicemember or veteran recovering from an injury or illness.

A covered servicemember is: (1) a member of the armed forces, including the National Guard or reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or (2) a veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the armed forces, including the National Guard or reserves, at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

A "serious injury or illness" is: (1) for a member of the armed forces, including the National Guard or reserves, an injury or illness that was incurred by the member in the line of duty on active duty in the armed forces (or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the armed forces) and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating; or (2) for a veteran who was a covered servicemember of the armed forces, including the National Guard or reserves, an injury or illness that was incurred by the member in the line of duty on active duty in the armed forces (or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the armed forces) and that manifested itself before or after the member became a veteran.

Where both spouses are employed by the Village, the aggregate amount of leave that can be taken by the husband and wife to care for a covered servicemember is 26 weeks in a single 12-month period.

Notice of Leave

If an employee's need for family/medical leave is foreseeable, the employee must give the Village at least 30 days prior written notice. Failure to provide such notice may be grounds for delay of leave. Where the need for leave is not foreseeable, an employee is expected to notify the Village as soon as practicable, generally within one to two business days of learning of the need for leave. The Village has FMLA Employee Leave Request Forms available through Human Resources. Use these forms when requesting leave.

Medical Certification

If an employee is requesting leave because of his own or a covered family member's serious health condition, he and the relevant health care provider must supply appropriate medical certification. An employee may obtain a Certification of Health Care Provider form from Human Resources. The medical certification must be returned within 15 days after it is provided or as soon as reasonably possible under the circumstances. Failure to provide requested medical certification in a timely manner may result in denial or delay of leave. It is the employee's responsibility, not the health care provider's, to ensure that the Village receives the fully

completed medical certification by the deadline. If the Village does not receive a fully completed certification by the deadline (unless there is a legitimate reason for the delay), or if the certification does not confirm an FMLA-qualifying condition, the employee's absences will be treated according to the Village's attendance standards. If an employee is requesting leave to bond with their newborn, the employee must provide a copy of the birth certificate.

The Village, at its expense, may require an examination by a second health care provider designated by the Village. If the second health care provider's opinion conflicts with the original medical certification, the Village, at its expense, may require a third, mutually agreeable, health care provider to conduct an examination and provide a final and binding opinion. The Village may also require medical recertification periodically during the leave, and employees may be required to present a fitness-for-duty verification upon their return to work following a leave for the employee's own illness.

Reporting While on Leave

If an employee takes a leave because of his own serious health condition or to care for a covered family member, that employee may be required to contact his supervisor on a regular basis regarding the status of the condition and his intention to return to work. For leaves for other purposes, an employee may be required to periodically report on his status and intent to return to work.

Required Use of Paid Time

Family/medical leave is unpaid leave. Employees are required to utilize available paid benefit time (as described below) for any part of the Family Medical leave:

- For the employee's own serious health condition, including childbirth, to care for an employee's immediate family member, or to care for a seriously injured or ill family member in the military, the employee is required to utilize all sick leave first, then vacation leave, then personal days off. For the purpose of this section, childbirth shall be that period when the employee is under doctor's care and not yet released to return to full duty.
- For the birth of an employee's child, to care for such child, for the placement of a child with the employee for adoption or foster care, or for leave taken for a qualifying exigency, the employee is required to utilize all vacation leave first, then personal days.

Short-term and/or long-term disability may apply as part of the 12-week leave period when the leave is requested due to a serious health condition or the birth of a child. The substitution of paid leave time for unpaid leave time does not extend the 12-week leave period.

The Village will allow an employee on family/medical leave to reserve and not deplete a maximum of 40 hours paid vacation time to be used at a later date in accordance with the Village's vacation policy. This time shall not and cannot be used to extend the 12-week leave period.

Medical and Other Benefits

During an approved family/medical leave, the Village will maintain an employee's health benefits as if the employee continued to be actively employed. If paid leave is substituted for unpaid family/medical leave, the Village will deduct the employee's portion of the health plan premium as a regular payroll deduction. If the leave is unpaid, the employee must pay his portion

of the premium during the leave. If an employee does not return to work at the end of the leave period, he may be required to reimburse the Village for the costs of the premiums paid by the Village for maintaining coverage during the unpaid leave, unless the employee cannot return to work because of a serious health condition or other circumstances beyond his control.

Exemption for Key Employees

Certain “key” employees (i.e., salaried employees who are in the highest paid 10% of all employees at a worksite within a 75-mile radius of that worksite) may not be returned to their former or equivalent position following a leave if restoration of employment will cause substantial economic injury to the Village. The Village will notify the employee if he qualifies as a “key” employee, if the Village intends to deny reinstatement, and of the employee’s rights in such instances.

Intermittent and Reduced Schedule Leave

Leave because of a serious health condition or either type of family military leave may be taken intermittently (in separate blocks of time due to a single covered health condition) or on a reduced leave schedule (reducing the usual number of hours an employee works per workweek or workday) if medically necessary. If leave is unpaid, the Village will reduce an employee’s salary based on the amount of time actually worked. In addition, while an employee is on an intermittent or reduced schedule leave for foreseeable, planned medical treatment, the Village may temporarily transfer him to an available alternative position which better accommodates his recurring leave and which has equivalent pay and benefits.

Reinstatement Following Leave

On returning from an FMLA leave, employees normally are restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. However, employees have no greater right to reinstatement or other benefits and conditions of employment than if they had not taken leave. An employee must return to work immediately after the expiration of the approved FMLA leave in order to be reinstated to the former or an equivalent position.

An employee on leave because of his own serious health condition must present a fitness-for-duty certification from a health care provider prior to being restored to employment. Failure to provide the certification may delay reinstatement until certification is provided.

Other Applicable Leaves

FMLA leave will run concurrently with any other applicable leave. For instance, disability or worker’s compensation leave will be simultaneously designated as FMLA leave as well, if the leave is also FMLA-qualifying.

Returning From Leave

If an employee wishes to return to work at the expiration of his leave, the employee is entitled to return to his same position or to an equivalent position with equal pay, benefits and other terms and conditions of employment, subject to any applicable exceptions. However, an employee has no greater right to reinstatement or other benefits and conditions of employment than if he had not taken leave. An employee must return to work immediately after the expiration of his approved FMLA leave in order to be reinstated to his position or an equivalent position.

If an employee takes a leave because of his own serious health condition, he is required to provide medical certification that he is fit to resume work. Employees failing to provide the Return to Work Medical Certification Form will not be permitted to resume work until it is provided.

Section 9.8 Military Duty Leave

General Provisions

Any employee who is a member of any active or reserve component of the Armed Services, the Illinois National Guard, or the Illinois Naval Militia, shall be allowed military leave from employment with Village for any period actively spent in military service including basic training and special or advanced training, whether or not within the State of Illinois, and whether or not voluntary. Such leave shall be granted for a cumulative period of service of no longer than five years, except as otherwise required by law.

Employees on approved military leave may use accrued vacation, personal, or compensatory time during their military leave, but are not required to do so. Employees on approved military leave will be provided the opportunity to continue in the Village's group health and dental plans, continue participation in any applicable pension plans (special rules apply), and shall receive holiday pay and any other benefits as may be entitled by law. Employees who will be gone thirty one (31) days or less shall be required to pay only his/her regular share of the group health insurance premium. Employees who will be gone more than thirty one (31) days may continue health care coverage for themselves and their dependents for up to twenty-four (24) months from the date their military leave begins. However, such continuation shall be at the sole expense of the employee. If the employee does not choose to continue the Village's group health insurance during the leave, he shall be permitted immediate reinstatement into the group health plan when the employee returns from military service. Military leave shall be granted without loss of seniority or other previously accrued benefits, and in accordance with the Illinois Public Employee Armed Services Rights Act, the federal Uniformed Services Employment and Re-employment Rights Act, and all other applicable federal and state laws.

Whenever possible, employees must provide advanced notice (preferably written) of their departure for military service to Human Resources. This notice may also be provided by an appropriate officer of the branch of the military in which the employee will be serving. The employee need not give notice, however, if he is prevented by military necessity, or if it is otherwise unreasonable or impossible to do so.

Special Military Leave Benefits for Training Obligations

Employees who are members of the reserves (including the National Guard) shall be granted leave for any period actively spent in military service, including: (1) Basic Training; (2) Special or advanced training, whether or not within the State, and whether or not voluntary; and (3) Annual training. For part-time employees, leave for training shall be treated as set forth in the general provisions section above.

For full-time employees in the reserves during leaves for training, the employee's seniority and other benefits shall continue to accrue. In addition, full-time employees shall receive the following:

- During leaves for annual training, the employee shall continue to receive his regular compensation
- During leaves for basic training and up to 60 days of special or advanced training, if the employee's compensation for military activities is less than his compensation as a Village employee, he shall receive his or her regular Village compensation minus the amount of his base pay for military activities.

Special Benefits for Reservists Called to Active Duty

Employees in the reserves (including the National Guard) who are mobilized to active military duty by presidential order shall receive continuing compensation (minus the amount of the employee's base military pay) for the entire period of active military service; and continuing health insurance and other benefits the employee was receiving or accruing at the time the employee was called to duty.

Such employees, upon being called to active duty, may choose one of the following procedures for payment:

- The employee may submit and assign military earnings to the Village. In the case of assignment of military earnings, Human Resources shall return the military earnings to the payroll fund from which the employee's payroll check is drawn. Military earnings must be submitted to Human Resources at least one (1) week preceding each designated payday. If the employee's compensation for military activities is less than his compensation as a Village employee, he shall receive his regular compensation as a Village employee, minus the amount of his base pay for military activities. If the military pay exceeds the employee's regular earnings, the Village shall return the difference to the employee; or
- The employee may submit certification of his military earnings (from his commanding officer or department of his military unit) to the Village. Certification of military earnings must be submitted at least one (1) week prior to the first designated payday, and anytime thereafter that the rate of military pay changes. If the employee's compensation for military activities is less than his compensation as a Village employee, he shall receive his regular compensation as a Village employee, minus the amount of his base pay for military activities.

Return to Duty

Employees returning to work following military service shall notify the Village of their intent to return. Employees who have been engaged in military duty and wish to return to work must apply for reinstatement for employment with the Village within 90 days following completion of service. If, due to no fault of the employee, timely reporting back to work would be impossible or unreasonable, the employee must report back to work as soon as possible unless otherwise provided for by law. Failure to comply with the above stated time periods for reinstatement may be grounds for the denial of reinstatement and/or discipline, including termination.

Note: Military leave laws are continually changing. The Village is committed to comply with the law. To the extent that the law provides greater benefits, those laws will be applicable. Employees should consult with Human Resources if they have any questions.

Section 9.9 Illinois Family Military Leave Act

Employees who have worked at least 12 months and at least 1250 hours in the twelve months preceding the leave and who are spouses, adult children, parents, or grandparents of persons called by order of the Governor or President to state or federal military services lasting longer than 30 days are entitled to an unpaid leave of up to 30 days. If the leave will consist of five or more consecutive work days, an employee must give at least 14 days notice prior to the date the leave will commence or as much notice as is practicable if the leave is for less than five consecutive days. The employee is not entitled to leave under this law unless he has exhausted all accrued vacation, personal, compensatory and all other leaves (except sick and/or disability). This leave does not run concurrently with any other paid leave program. Employees are allowed to maintain benefits at the employee's expense for the duration of the leave.

Section 9.10 Paid Voting Leave

An employee is entitled to a paid absence to vote during working hours if the employee's working hours begin less than two hours after the opening of the polls and end less than two hours before the closing of the polls, provided the employee requests the leave the day before the election.

Section 9.11 Victims' Economic Security and Safety Act

The Victims' Economic Security and Safety Act (VESSA) provides that an employee who is a victim of domestic or sexual violence or has a family or household member who is a victim of domestic or sexual violence may take up to a total of 12 work weeks of unpaid leave from work during any 12-month period to address the domestic or sexual violence. The employee shall provide the Village with at least 48 hours advance notice of the employee's intention to take the leave, unless providing such notice is not practicable. The Village may require employees to provide certification for such leave. Employees may elect to substitute available paid leave for an equivalent period of leave provided under this Act. The Village will provide a reasonable accommodation to an eligible employee or job applicant for a known limitation resulting from domestic or sexual violence, unless the accommodation would cause the Village an undue hardship. If an otherwise qualified individual can perform the essential functions of the job, but needs such an accommodation, the Village may provide an adjustment to the job structure, workplace facility, work requirements, or an employee's telephone number, seating assignment, or physical security of his work area in response to a need covered by VESSA. The Village will also consider a request for transfer, reassignment, or modified schedule if needed due to a known limitation caused by an act or threat of domestic or sexual violence. Other safety measures may also be appropriate. Any employee covered by VESSA may make a request for leave or for a reasonable accommodation to Human Resources.

Section 9.12 School Visitation Rights Act Leave

The School Visitation Rights Act leave affords employees an unpaid leave of up to 24 hours during any school year, no more than 4 hours of which may be taken on any given day to attend school conferences or classroom activities related to the employee's child if those activities cannot be scheduled during non-work hours. No leave may be taken by an employee unless the employee has exhausted all accrued vacation leave, personal leave, compensatory leave, and any

other leave that may be granted to the employee except sick leave and disability leave. Before arranging attendance at the conference or activity, the employee shall provide the employer with a written request for leave at least 7 days in advance of the time the employee is required to utilize the visitation right. In emergency situations, no more than 24 hours notice shall be required. The employee must consult with his supervisor or department head to schedule the leave so as to not disrupt unduly the operations of the employer. Contact Human Resources for applicability.

ARTICLE X. HOURS OF WORK AND OVERTIME

Section 10.1 Attendance

The Village relies on employees to come to work each day, to arrive on time, and not to leave work earlier than scheduled. Regular and timely attendance is an expected and essential part of every position at the Village. Without prior authorization from a supervisor and/or department head, or an approved absence such as a prearranged vacation day or leave of absence, employees are expected to be at work every day. Excessive absenteeism, tardiness, leaving work early, or a suspicious pattern of such conduct (e.g., repeated absences on a particular day of the week, sick days repeatedly coupled with a regular day off), may result in disciplinary action.

Section 10.2 Normal Work Hours

The current established work week for all full-time regular employees (with the exception of sworn fire personnel working a 24/48 schedule) is forty (40) hours. Departments, in conjunction with Human Resources, shall establish normal work schedules and reasonable unpaid meal periods to ensure coverage and other operational needs of the respective department are met.

Determination of time and length of such meal breaks will be made by the department head, in conjunction with Human Resources, in a manner consistent with the effective operation of the department. Meal breaks shall not be less than sixty minutes and may not be regularly scheduled at the beginning or end of a work shift. An exception, however, would be when an employee is directed to work by their supervisor during their normal meal period.

All regular full-time employees shall receive one fifteen (15) minute break in the morning and one fifteen (15) minute break in the afternoon.

Section 10.3 Overtime

Overtime eligibility (also called “non-exempt”) will be determined consistent with state and federal law.

All overtime must be authorized in advance by the department head or authorized supervisor unless otherwise stated by departmental policy. In a case where an employee performs authorized work in excess of the normal hours scheduled per day, the department head may reduce the employees’ other work hours during the same work period in order to minimize or avoid overtime.

Non-exempt hourly employees (with the exception of sworn firefighters working a 24/48 schedule) are eligible for overtime compensation at time and one-half of their regular hourly pay rate for all hours worked in excess of forty (40) hours in any given work week.

In determining eligibility for overtime compensation, hours worked shall include those hours an employee is on duty performing Village work, as well as hours of the work week used for paid vacation, holiday, personal day, jury/witness duty, bereavement leave and sick leave.

If an employee is called back to work, then such employee shall receive a minimum of two (2) hours of pay or pay for the actual time worked, whichever is greater at the applicable overtime hourly rate. However, if the employee requests not to work the entire two hours (2) hours and does not do so, the employee will be paid only for the time actually worked. All such compensation shall be paid in fifteen (15) minute increments. If an employee is held over or a callback occurs within two hours of their start time, then this provision does not apply.

A salaried, non-exempt position is paid at an hourly rate. If the hours worked are over 40, an employee may choose to receive compensatory time at a rate of 1/2 hour for every hour over 40, or be paid overtime based on the following calculation: weekly rate/total number of hours worked = hourly rate. This hourly rate is then multiplied by 0.5 (1/2 time) and multiplied by the number of hours worked over 40. The rate may change each week depending on the number of hours worked over 40.

Example:	Weekly rate:	\$600
	Hours Worked:	45 hours
	Overtime Wages:	\$ 33.35 (\$600/45 hours = 13.33/hour x .5 =\$6.67 X 5 hours = \$33.35)

Section 10.4 Compensatory Time

Regular full-time, non-exempt employees may elect compensatory time off in lieu of overtime compensation. The election of compensatory time must be agreed to by both the employee and his supervisor prior to the work being performed; otherwise overtime pay shall be made. Compensatory time, if elected and approved by the employee's supervisor and the applicable department head, will be granted at a rate of one and one-half hours of compensatory time off for every hour of overtime worked.

An employee who is entitled to time and one-half pay (with the exception of sworn fire personnel working a 24/48 schedule) may elect compensatory time at time and one-half rate in lieu of pay, to a maximum of forty (40) hours, by giving advance notice to the Village. No more than forty (40) hours of compensatory time can be accumulated at any one time. If an employee reaches forty hours of compensatory time accumulated, he will be paid overtime compensation for additional time worked in excess of forty hours in a work week until he has used a portion of his compensatory time.

Compensatory time shall be taken at a time mutually agreed upon in advance by the employee and the department head or designated supervisor. The use of compensatory time shall be permitted within a reasonable period after making the request if such use does not unduly disrupt the operations of the Village or require another employee to work overtime. In such cases where

the use of compensatory time is denied, the Village will allow the use of such time as closely thereafter as is practicable.

Section 10.5 Recording Work Time

All employees, except patrol officers, patrol sergeants, firefighters and fire lieutenants, are responsible for clocking in and out at their respective work station or recoding their time worked on time sheets every pay period. Employees will be responsible for documenting any leave time taken in accordance with federal and state labor laws. Altering, falsifying, or tampering with time records may result in disciplinary action, including termination of employment.

Time Sheets

With the exception of patrol officers, patrol sergeants, firefighters and fire lieutenants, individual time sheets must be signed by all employees, reviewed by their immediate supervisor, and approved by the department head. All vacation, sick and other leave must be recorded for each employee on the Personal Action Report form which is submitted to the department head for processing.

Section 10.6 Pay Checks

Pay checks are issued on a bi-weekly basis. Employees are paid on the Friday following the conclusion of a payroll period for all time worked up to and including the pay date, except for any employee paid on an hourly basis rather than a salary basis. The pay week begins on Saturday and ends Friday.

If a payday falls on a holiday, e.g., Friday after Thanksgiving, the day of pay shall be the last business day preceding the normal payday.

Paycheck Distribution

Paychecks are distributed by the Finance Department to each department by noon on payday (Friday). Employees are encouraged to have their paychecks directly deposited into their accounts. Those employees who choose to receive an actual paycheck are expected to cash their check on their personal time.

Pay Corrections, Advances and Deductions

The Village takes all reasonable steps to assure that employees receive the correct amount of pay and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the discrepancy should be promptly brought to the attention of the Village so that corrections can be made as quickly as possible.

The Village will not advance pay to employees. If a regular payday falls during an employee's vacation, the employee's pay will be available upon his return from vacation or forwarded to the employee's banking institution if appropriate deposit information is provided to Financial Services.

The law requires that the Village make certain deductions from employees' compensation. Questions concerning payroll deductions or how deductions are calculated should be directed to Human Resources.

Section 10.7 Light Duty

The best interests of the Village and its employees are served when injured or ill employees return to work as soon as they are able. Light duty work is work which requires only a minimum of physical exertion, and can be accomplished by an injured or ill employee without risk to the employee's recuperation process and without potential risk of harm to others. When employees are on leave of absence for an injury or illness, the department head may recommend and the Village Manager may approve a light duty assignment in accordance with the procedures identified below. There is no guarantee of a light duty assignment. Light duty assignments will be considered on a case-by-case basis and shall be based on the operational needs of the Village. Further, light duty assignments are temporary and are reserved for employees who will be able to recover from their injuries. Light duty assignments are intended to benefit the employee and the Village and to the extent that light duty assignments cease to serve the operational needs of the Village, light duty assignments will be terminated.

- An employee may be required, or may volunteer, to work in an available revised duty assignment, whether the injury was sustained on-duty or off-duty. The number of light duty assignments available is limited. Therefore, on-duty injuries have priority over off-duty injuries in the selection of duty assignments.
- The work the employee performs must be within the physical limitations prescribed by the employee's and/or Village-designated physician.
- The work the employee performs must have existed within the department before the illness or injury occurred.
- No employee will be moved from his regular job in order to make a light duty situation available to another employee.
- The performance of light duty work shall not otherwise disrupt the functioning of the department within which the light duty is being performed.
- Employees may be removed from limited duty assignments if appropriate work is not available, or if the employee cannot satisfactorily perform the work assigned. In most cases, light duty assignments will not be permitted for a duration longer than 90 days.
- It is recognized that the nature of the injury and the skills of the employee will determine what assignments are made. The nature of the injury and the skills of the individual must be balanced against the needs of the department. (ex. an administrative or clerical employee with a broken arm may be able to perform office work that a utility person or mechanic with the same type of injury is unable to do.)
- The Village is the employer, not the department. It is the primary goal of this policy that departments find alternative work assignments for employees assigned to their respective departments. However, when the employee's department head cannot find suitable work, suitable restricted work may be sought in other departments.
- An employee who is authorized and assigned light duty work shall continue in his status as an employee of the Village, with the same wage and benefits that were assigned to his regular position.
- The Village may require the employee to submit to an examination by another physician at the Village's expense in order to determine the employee's fitness for duty, even light

duty. The determination of the Village's physician will govern in the case of a dispute between the Village's physician and the employee's physician. The Village also reserves the right to review an employee's status at any time during the duration of the light duty assignment.

- The decision of the Village Manager shall be final with respect to the determination of whether a light duty assignment is available within the limits of the physician's restrictions. No light duty assignments will be made permanent and requests for light duty may be denied where there is no reasonable expectation of the employee returning to regular duty within 90 days.
- If an employee is granted light duty, the light duty assignment generally shall not exceed 90 days. If at the end of that time, the employee is still not medically released to perform full duties as defined by the employee's official job description, he shall either: (1) be reclassified or reassigned; or (2) be placed on a leave of absence with or without compensation; or (3) apply for a disability pension; or (4) be subject to commencement of the termination process. Such decision shall be made by the Village Manager and department head based on the circumstances of each specific case and in accordance with applicable laws.
- The Village will treat pregnancy as any other non-job related disability. Any restrictions imposed by a pregnant employee's physician or the Village-designated physician will be reviewed to determine if light duty assignments are available consistent with the employee's prenatal restrictions.
- Failure to report for or to carry out the assignments of the limited duty work status may result in disciplinary action, up to and including termination of employment.
- No light duty assignments shall result in overtime.
- This policy will be interpreted and applied consistent with all of the Village's obligations under the Family and Medical Leave Act, the Americans with Disabilities Act and all other applicable laws. Exemptions will be made only as necessary to comply with those laws and as approved by the Village Manager.

Nothing herein shall be construed to require the Village to create a light duty assignment for an employee. Employees will only be assigned light duty assignments when the Village determines that the need exists, and only as long as such need exists.

ARTICLE XI. EMPLOYEE SAFETY

Section 11.1 Employee Responsibility

To provide a safe and healthful work environment for employees and visitors, the Village of Brookfield has established a Safety Program. This program is a top priority for the Village. The Village Safety Coordinator has responsibility for implementing, administering, monitoring and evaluating the Safety Program. The program's success depends on the alertness and personal commitment of all employees.

The Village provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos and other written and electronic communications. Safety is also emphasized in the employee's job descriptions and evaluations. A safety committee has been established to

assist in these activities and to facilitate effective communication between employees and management about workplace safety and health issues.

Employees and supervisors receive periodic workplace safety training. The training covers potential safety and health hazards as well as safe work practices and procedures to eliminate or minimize hazards.

Each employee is expected to obey rules, to become familiar with all safety information provided by the Village, and to exercise caution in all work activities. Employees must immediately report any unsafe conditions to the appropriate supervisor. Employees who violate safety standards, cause hazardous or dangerous situations, or fail to report or remedy such situations (when appropriate) may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear at the time, the employee should immediately notify the appropriate supervisor and complete the proper reports. Such reports are necessary to comply with applicable laws and initiate insurance and worker's compensation benefit procedures. Reports shall be submitted to Human Resources within one (1) working day of the accident. Failure to report an accident on a timely basis could lead to disciplinary action.

Section 11.2 Driver Responsibilities

Employees who use Village vehicles in the performance of their position will be required to maintain a valid driver's license, and also, if necessary to their position, a valid commercial driver's license ("CDL") as a condition of their continued employment.

Consistent with this obligation, the Village reserves the right to conduct periodic reports to verify that the employee's driver's and/or CDL license is current and valid. Employees may need to execute documents in order to authorize the Village to confirm the status of a driver's license.

Failure to cooperate with such periodic verification reports will result in ineligibility for employment in any position that requires a valid driver's and/or CDL license.

Section 11.3 Injuries/Accidents

If an employee is injured during the performance of the employee's duties, the employee is to immediately report this fact to his supervisor. The supervisor must then insure that a Supervisor's Investigation Report and Form 45: Employer's First Report of Injury report is completed by the end of the shift in which the incident has occurred. Once the report is completed, it is to be immediately forwarded to Human Resources so the employee's right to worker's compensation insurance benefits or reimbursements for medical expenses is not jeopardized. Even if the injury is slight and no time is lost, a report must be made on the date of the incident.

If an employee is involved in any accident while in the performance of duties which results in property damage or injury to any person, it must be reported immediately to the supervisor. The police should be called to the scene immediately if the accident involves a vehicle and/or third

party. The employee should not discuss the accident with anyone except the Police, and all inquiries should be directed to Human Resources.

Section 11.4 Safety Committee

In order to reduce the risk of work-related injury and maximize safe working conditions, the Village has established the Safety Committee consisting of management and non-management representatives from all departments. This committee meets on a monthly basis to review worker's compensation and accident reports and to consider safety recommendations from individuals and departments.

The duties of the committee include:

- Investigation of work-related injuries or accidents, for the purpose of providing feedbacks to how such injuries or accidents can be prevented.
- Review of accidents involving the operation of municipal vehicles and equipment.
- Review of equipment, work areas and procedures for completing the jobs to determine if unsafe conditions exist and what is necessary to correct such conditions.
- Identification of safety-related training needs and recommendation of specific training opportunities.

The Safety Committee Chair shall be a member of senior staff who shall be appointed by the Village Manager to serve a two-year term. Although rotation of the chairmanship throughout the departments is encouraged, consecutive terms may be approved by the Village Manager.

The Safety Coordinator shall serve as a member of the Safety Committee and shall provide staff reports for the meetings which shall include technical and personnel advice as needed as well as keeping of the minutes and preparation of agendas.

To the extent feasible, representatives and alternates should be appointed by the department head for a two-year term. The major objective, however, is to have consistent line and supervisory representation from each department. While rotation of this responsibility throughout the department is encouraged, a department head may reappoint, with the Safety Committee chair concurrence, the same individual for consecutive terms for purposes of continuity. Representatives and alternates should be appointed for staggered terms with initial terms to be determined by the Village Manager.

For those departments that have two representatives, in no case shall more than one representative be a supervisor.

Section 11.5 Workers' Compensation

Work-related illness or injury is an illness or injury that occurs during the course of employment. The determination of compensability for work-related injury or illness shall be made by the Village's workers' compensation insurance administrator in consultation with medical providers, and if necessary, with Village management.

The first three days of lost time resulting from a work-related injury shall be paid by the Village. This time shall not be deducted from the injured employee's accrued sick leave. After three (3)

days, the employee's compensation shall be reduced to an amount equal to the payment required under the Workers' Compensation Act, which payment may be made directly by the Village's workers' compensation carrier, provided that the employee endorses all workers' compensation checks over to the Village. Depending on factors that may include but not be limited to a physician's prognosis, if an employee is unable to perform the duties of his assigned position for a period of six (6) consecutive months (one year as otherwise provided by Illinois state statute for sworn police and fire personnel) from the first date of his disability, he may be separated from the active payroll. The Village will consider an employee's request for a longer leave of absence if such a leave would constitute a reasonable accommodation under the Americans with Disabilities Act and such a leave would not create an undue hardship for the Village. A full-time employee on a work related disability will continue to accrue vacation or paid time off, and sick leave time during such period, and will be subject to usage and accumulation and accrual provisions as outlined in the applicable sections of this manual. Employees who are on a job-related disability will continue to accrue service credit under any retirement or disability plan or program only to the extent provided in such plan or program.

Employees are required to fully cooperate with the Village and the Village's self-insurance pool during the period of the workers' compensation leave. Failure to cooperate with the Village and the Village's self-insurance pool may subject the employee to termination of workers' compensation leave.

If a non-sworn employee has not returned to work after thirty (30) days, such employee may be eligible for IMRF disability benefits, in accordance with State law. Workers' compensation will run concurrent with FMLA leaves.

ARTICLE XII. EMPLOYEE EXIT PROCESS

Section 12.1 Resignations

Since employment with the Village is based on mutual consent (except as noted in Section 1.2 and 1.3), both the employee and the Village have the right to terminate employment at will, with or without cause, at any time. However, if possible, the Village would ask that departing employees submit a written resignation to their department head not less than fourteen (14) calendar days prior to the date of the intended departure. Employees in supervisory or executive positions are encouraged to give longer notice, if possible.

To be considered as having resigned from Village service in good standing, an employee shall file a written resignation with the department head stating the reason or reasons for leaving and giving at least fourteen (14) calendar days notice. During this fourteen-day period, an employee cannot use any vacation days, sick days, compensatory time, or personal days except those already scheduled at least 30 days before the written retirement or resignation was submitted. Failure to comply with these procedures may be cause for denying the individual's future employment with the Village.

An employee absent without leave authorization for more than two (2) consecutive work days shall be deemed to have voluntarily resigned from his job. Absent without leave is defined as the failure to notify your immediate supervisor of an absence.

Section 12.2 Layoffs

If it becomes necessary to eliminate certain positions or functions with the Village, employees may be laid off. If a layoff occurs, merit and seniority shall be given consideration in determining which employees shall be laid off. Laid-off employees do not accrue and are not eligible to receive benefits, except for COBRA insurance coverage.

Recall After Layoff

If an employee is laid off as set forth above, the employee will be placed on a re-employment recall list for a maximum period of one (1) year following the date of layoff. If there is a recall, employees that are still on the recall list will be re-employed, in the inverse order of their layoff, provided they are presently qualified to perform the work in the job classification to which they are re-employed without further training. The employee may only be recalled to the same or a lower paying job classification. If the employee is recalled to a lower paying job classification, he shall be compensated at the rate of pay applicable to such job classification. The Village will not hire new full-time or part-time employees in positions from which full-time or part-time employees respectively have been laid off, as long as there are still eligible employees on the re-employment recall list who are presently qualified to perform the work in the affected job classification and who are willing to be recalled to said classification.

The employee shall be responsible for providing the Village with an address to which a recall notice can be sent. If the employee declines re-employment or fails to notify the Village of his intent to return to work within seven (7) calendar days after notice of recall is mailed to the address the employee provided, the employee shall forfeit further re-employment rights.

Section 12.3 Severance Pay

Severance pay shall be paid to regular full-time employees not covered under a collective bargaining agreement who are laid off, or in other instances at the discretion of the Village Manager. The amount of severance pay will be based upon the employee's length of service as follows:

- Through five years of service – two weeks pay
- After five years of service – an additional two days pay for each additional year of service
- The maximum severance pay will be eight weeks pay.

Section 12.4 Exit Interview

Human Resources will schedule an exit interview with a separating employee on or near to his last day of employment.

Human Resources will also review the following with the employee where applicable:

- 457 withdrawal form
- IMRF withdrawal form
- accrued benefit time
- flexible spending plan status
- items to be returned to the Village

- terminating or extending other benefits (for example, supplemental life insurance)
- COBRA coverage

Employees will receive pay for work performed through the last hour worked and for unused and accrued benefits as stipulated by policy and laws governing such payments. The final paycheck will be reduced by any authorized or required legal deductions, pension contributions, union dues and any other amounts specifically agreed upon orally or in writing by the employee and the Village.

Section 12.5 Reimbursements and Return of Village Property

Departing employees are expected to reimburse the Village for any moneys, debts or obligations owed to the Village, and/or to return any Village-owned property that may have been assigned to them, including but not limited to: advances for expenses, restitution, keys, uniforms, pagers, identification cards, and other materials and equipment. The Village may enforce this by written agreement or other lawful means.

Section 12.6 Pension Contribution Refunds

For an employee who is not retiring, moneys accumulated in the employee's retirement account may be refundable. However, an employee should check with his pension plan about the advantages and disadvantages before taking a refund. Forms are available through Human Resources to request a refund from an employee's retirement account.

ARTICLE XIII. MISCELLANEOUS POLICIES

Section 13.1 Technology Resources Policy

Introduction

The Village provides various information technology resources to its employees (and other authorized persons) to facilitate the creation and communication of business-related data in the most effective and efficient manner possible. As means develop to transmit more data in less time and with less formality, users must put more effort into maintaining the accuracy, security and control of data. Each user must ensure that use of Village information technology resources is appropriate and professional. This is especially true as a result of the immediacy and often informality of electronic communications, and employees should continue to monitor electronic communications even though passwords and deletion functions create the illusion of privacy and control. Although the Internet can be a valuable information resource for legitimate business, research and information sharing, the Internet also presents the possibility for abuse, lost productivity and potential liability for the Village and its employees.

In light of these concerns, the Village has developed this policy, which establishes the parameters for proper use of information technology resources. Village information technology resources are to be used for legitimate Village business purposes and in compliance with all Village policies and procedures. Employees (and other authorized persons) who do not comply with this policy are subject to the revocation of their access to Village information technology resources and disciplinary action up to and including termination.

Proper Use

Other than occasional personal use of voice-mail, e-mail and Internet access, Village-provided technology resources may be used only for legitimate business-related communications. Occasional personal use means infrequent, incidental use that is professional and does not interfere with Village business, the performance of the user's duties or the availability of technology resources. To the extent possible such use shall be restricted to meal periods. All use of Village technology resources, including all personal use, is subject to this policy.

Data Ownership

All data created, entered, received, stored, or transmitted by Village employees via Village technology resources is Village property. The Village has a perpetual, royalty-free, irrevocable, non-exclusive right and license to use, reproduce, modify, adapt, publish, distribute and incorporate all such data. Business-related data may neither be used for any purpose unrelated to Village business nor sold, transmitted, conveyed or communicated in any way to anyone outside of the Village without the Village's express authorization.

No Privacy

Users have no expectation of privacy in connection with the use of Village technology resources, including the creation, entry, receipt, storage, accessing, viewing or transmission of data.

Monitoring

As with all other Village property, the Village will search, monitor, inspect, intercept, review, access and/or disclose all Village technology resources and all data created, entered, received, stored, viewed, accessed or transmitted via those resources for any reason, at any time, and without further advance notice by persons designated by or acting at the direction of the Village, or as may be required by law or as necessary for, or incidental to, auditing, security and investigative activities, and to ensure effective technology resource administration and policy compliance. For example, authorized persons will inspect the Village's technology resources to investigate theft, the unauthorized disclosure of client confidences, attorney work product and proprietary information, misuse, and to assess Internet use. The Village will attempt to ensure that monitoring and inspections are conducted professionally. In this regard, no employee may monitor or intercept any data without the authorization of the Village Manager, IT Director or Human Resources, or persons designated by them or acting at their direction.

Harassment

Users are absolutely forbidden from using the Village's technology resources in any way that may be construed to violate the Village's harassment-free workplace policy. This prohibition includes sexually explicit or offensive images, messages, cartoons, jokes, ethnic or religious slurs, racial epithets or any other statement or image that might be construed as harassment or disparagement on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, or any other status protected by law. Users are required to take all reasonable steps to avoid and eliminate receipt from known sources of all potentially offensive material.

Unlawful Use

Village technology resources may not be used to intentionally or unintentionally violate any local, state, federal or international civil or criminal law. Unlawful activity includes but is not limited to lotteries, raffles, betting, gambling for anything of value (e.g., Final Four tournaments, fantasy football) and participating or facilitating in the distribution of unlawful materials. Users

likewise may not upload, post, e-mail or otherwise transmit any data that is threatening, malicious, tortuous, defamatory, libelous, obscene, or invasive of another's privacy. In addition, Village technology resources may not be used to job-search outside of the Village or run or solicit outside business ventures.

Prohibited Software

Software purchased and licensed for personal use may not be installed on Village computers. The Village periodically may, at any time, conduct an audit or interrogation of computers for installed software and related printed material that is not included on a then-current inventory of Village-authorized software. All unauthorized software will be removed and destroyed.

Proprietary Rights

Village technology resources may not be used to violate proprietary rights, including copyright, trademark, trade secrets, right of publicity or any other intellectual property rights. For example, unless consistent with all applicable licenses, users may not post or download any data (including software) protected by copyright or patent law. Likewise, users may load only licensed software from the Internet or other source onto a Village-provided workstation or laptop, provided that use of the software is consistent with the license and the original software license remains at the appropriate Village office so that the Village may conduct accurate audits (and respond to external audits). All software must be approved by the IS Director prior to downloading.

Confidential Information and use of Intellectual Property

Users may not leak, place, post, transmit or otherwise disclose confidential, sensitive and/or proprietary Village information to anyone outside of the Village by any means, at any time or for any reason.

Passwords and Security

All passwords and security used in connection with Village technology resources, including voice mail access codes, are Village property and must be made available to the Village. Users must understand that their use of passwords will not preclude access, monitoring, inspection, review, or disclosure by authorized Village personnel. The Village also may unilaterally assign and/or change passwords and personal codes. The security of Village's technology resources is every user's responsibility.

Viruses

Users may not upload, post, e-mail or otherwise transmit any material that contains software viruses or any other computer code, files or programs designed to interrupt, destroy, or limit the functionality of any computer software, hardware or telecommunications equipment.

Misrepresentation of Identity and/or Data

Unauthorized access of e-mail, data, and use and/or disclosure of other users' passwords is strictly prohibited. For example, users are prohibited from accessing other users' files or communications without any legitimate business purpose (e.g., to satisfy idle curiosity or to "snoop"), regardless of the security designation assigned to a particular file or communication.

General Matters

Village technology resources may not be used to transmit junk mail or spam (the same or substantially similar messages sent to a large number of recipients for commercial or other purposes unrelated to Village) or pyramid schemes of any kind, or to download or execute games. The Village will not be responsible for any damages, direct or indirect, arising out of the use of its technology resources. The Village may amend, revise or depart from this policy at any time, with or without notice. This policy does not constitute, and shall not be construed as an express or implied contract of employment.

Acknowledgment

All employees who are authorized to use Village technology resources must sign the attached Acknowledgment and Statement of Agreement. Human Resources will retain the Acknowledgments in users' personnel files.

Termination of Access at Separation

Before each user's last day of employment, he shall return or otherwise surrender possession of all Village technology resources (including computers, software programs, computer peripherals, electronically stored data (including all client confidences and/or attorney work product), data storage devices, keys, and written passwords) in his or her possession, custody or control. Upon separation of employment, the Village will terminate user access to Village technology resources.

Policy Violations

Access to and use of Village technology resources is a privilege, not a right. Users who do not comply with this policy are subject to denial of access to Village technology resources and disciplinary action up to and including termination.

Questions

Questions regarding any part of this policy should be directed to Human Resources.

Section 13.2 Electronic Mail (E-Mail) Retention Policy

Purpose:

The purpose of this policy is to establish an e-mail policy regarding the retention of certain records by all village officials received at the village, and employees that create, use, and/or manage e-mail in accordance with the Local Records Act (50 ILCS 205/1 *et seq.*). Additionally, this policy will set forth some general guidelines as to what constitutes a "public record."

Intent:

To establish guidelines that will promote the effective capture, management, and retention of e-mail messages which are public records in compliance with Local Records Act. This policy is not intended to discourage the use of e-mail to conduct village business, but rather to establish a framework for its proper use as a communications tool. E-mail can still function as a viable, efficient means to conduct business. Consistency, predictability, and reliability in the manner in which the e-mail system is used and in which public records are maintained within the village are the primary focuses of this policy.

Policy:

All village records should be inventoried and analyzed for administrative, legal, financial and historical values to ensure that:

- Valuable records are adequately preserved; and
- Obsolete public records are destroyed in accordance with the below-described Record Retention Schedule and after approval is received from the Local Records Commission.

Scope:

This policy applies to all e-mail and e-mail attachments circulated within the Village.

Definitions:

- A. E-mail messages are text documents which are created, stored and delivered in an electronic format. As such, e-mail messages are similar to other forms of communicated messages, such as correspondence, memoranda, and circular letters.
- B. Non-public record messages are e-mail messages that do not set policy, establish guidelines or procedures, certify a transaction, or become a receipt. Rather, they are informal communications that are similar to communications during telephone conversations or conversations in an office hallway. Generally, non-public record messages are short-lived, with no historical significance or public importance, and need not be retained after they have fulfilled their purpose. Examples include:
 - 1. Routine requests for information or publications which require no administrative action, policy decision, or special compilation or research, and copies of replies.
 - 2. Originating office copies of letters of transmittal that do not add any information to that contained in the transmittal material.
 - 3. Quasi-official notices including memoranda and other records that do not serve as the basis of official actions (i.e., holiday notices, meeting confirmations, etc.).
- C. Public records under the Freedom of Information Act. "Public records" means all records, reports, forms, writings, letters, memoranda, books, papers, maps, photographs, microfilms, cards, tapes, recordings, electronic data processing records, electronic communications, recorded information and all other documentary materials pertaining to the transaction of public business, regardless of physical form or characteristics, having been prepared by or for, or having been or being used by, received by, in the possession of, or under the control of any public body.
- D. Public records under the Local Records Act. "Public record" means any book, paper, map, photograph, digitized electronic material, or other official documentary material, regardless of physical form or characteristics, made, produced, executed or received by any agency or officer pursuant to law or in connection with the transaction of public business and preserved or appropriate for preservation by such agency or officer, or any successor thereof, as evidence of the organization, function, policies, decisions, procedures, or other activities thereof, or because of the informational data contained therein. Library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications and of processed documents are not included within the definition of public record.

Access and Privacy:

Users should take note that the information generated in an e-mail may be a public record subject to retention and public inspection.

Retention:

Generally, e-mail messages are temporary communications which are non-vital and may be discarded routinely. However, depending on the content of the e-mail, it may be considered public record. Accordingly, public officials (who receive messages through the village's website) and employees have the same responsibilities for e-mail messages as they do for any other public record and must distinguish between public records and non-public record information.

Non-public record messages should be deleted from files as soon as they have fulfilled their purpose. Non-public record messages are those records that are not required to be kept under law or whose preservation is not necessary or convenient to conduct village business. However, messages determined by users to be public records should be properly preserved and disposed of as specified in the village's approved records retention schedule, a copy of which is attached hereto and incorporated herein (the "Record Retention Schedule"), and following approval by the Local Records Commission as provided for herein. The Local Records Act defines public records to include digitized electronic material, made, produced, executed, or received by the village or an elected or appointed official or officer of the village pursuant to law in connection with the transaction of public business and preserved or appropriate for preservation by the village or officer as evidence of the organization, function, policies, decisions, procedures or activities thereof or because of the informational data contained therein and expressly includes reports and records regarding the obligation, receipt and use of public funds of the village, including certified audits, management letters and audit reports. Examples of messages considered to be public records might include policy documents or contract-related documents. Messages and attachments should be reviewed at a minimum of every 15 days and, if they are determined to be public records, should either be retained in a separate permanent electronic public record directory or printed fully (including time, date, sender and receiver) and retained in paper format.

The village may delete all messages from the server thirty (30) days after they have been opened provided any public records are retained in a separate permanent electronic public record directory or printed and retained in accordance with the procedures herein.

Factors to consider in deciding whether an electronic document is a public record are:

- A. Is the electronic document used in connection with the transaction of public business (this eliminates all e-mails which do not relate to public business, i.e., personal notes, etc.)?
- B. Is the electronic document official documentary material (a draft of a letter vs. the letter itself)?
- C. Is the electronic document a public record that is subject to the Freedom of Information Act?
- D. Is the material "appropriate for preservation by the village or officer, or any successor thereof, as evidence of the organization, function, policies, decisions, procedures, or other activities of the village, or because of the informational data contained therein"? These would eliminate the necessity of keeping documents which do not reflect the official actions of the village, but rather the comments or actions of individuals which reflect not the policy of the village but the thought of the individual.

- E. Does the document have any historical significance? Is the document evidence of the function, policies, decisions, procedures or other activities of the village or of just an individual?
- F. Many e-mail documents rapidly become stale and do not reflect “function, policies, decisions, procedures, etc.” when a matter is finalized. Therefore, only the final document need be kept.
- G. Are the records duplicative? Only one copy need be retained.

NOTE: A public record that is stored and accessible after this time is still a public record and must be produced upon request, if it does not fall within one of the Freedom of Information Act’s exemptions or is otherwise exempt from disclosure by law. Accordingly, a systematic deletion program that eliminates obsolete documents should be implemented in conjunction with the system administrator.

Examples of E-Mails that Generally Constitute Public Records:

- E-mail created or received by village employees and/or officials of the village in connection with village business.
- E-mail that facilitates action, such as initiating, authorizing or completing a transaction in connection with village business.

Examples of E-Mails that Generally do not Constitute Public Records:

- Personal e-mail messages and announcements not related to village business.
- Copies or extracts of documents e-mailed for convenience or reference.
- Internal e-mails created by employees on work-related topics which do not facilitate action (i.e., cover notes, etc.).

Examples of E-Mails that may Constitute Public Records:

- E-mail that provides substantive comments on an action taken by the village (i.e., comments that add to a proper understanding of the execution of the final village action).
- E-mail providing documentation of significant official decisions and commitments reached orally and not otherwise documented in the village’s files.

Responding to Freedom of Information Act Requests:

If an e-mail does fall within the definition of a public record, it may not be deleted, except as provided in the Record Retention Schedule and following written approval from the Local Records Commission unless the record has been printed and retained in accordance with the procedures herein. Further, these e-mails should be reviewed prior to release under the Freedom of Information Act so that any exempt information contained in them may be redacted. Finally, if the e-mail falls within one of the Freedom of Information Act exemptions, or is otherwise exempt by law from disclosure, it need not be produced. All Freedom of Information Act requests must be responded to in accordance with the requirements of Freedom of Information Act and the village’s rules and regulations regarding Freedom of Information Act requests.

If in doubt as to whether an e-mail message is a public record or contains exempt information, contact the Village Manager or Assistant Village Manager.

Copy of Record:

Where e-mail communication is between a sender and a recipient, who are both employees and/or officials of the village, the sender's copy is designated as the copy of record. In other words, it is the sender's copy to which any retention requirements would apply. All other copies are merely "duplicates" and can be disposed of at will. Cases where this principle does not apply include e-mail received from other agencies or from the public.

Review:

A periodic review of this policy shall be undertaken to keep the policy current with best practices and new technology.

Record Retention Schedule

Records determined to be public records under the Local Records Act shall be permanently retained until the Cook County Local Records Commission issues written approval to dispose of the public record.

An application containing a list and schedule of the public records proposed for disposal and procedures for the physical destruction or other disposition of such public records should be made by the Department Head to the Cook County Local Records Commission thirty (30) days after it is determined that the public record is not needed in the transaction of current village business and does not have sufficient administrative, legal or fiscal value to warrant its further preservation.

Records determined not to be public records under the Local Records Act may be deleted from the server thirty (30) days after they have been opened provided that the record it is not needed in the transaction of current village business and does not have sufficient administrative, legal or fiscal value to warrant its further preservation.

Section 13.3 Identity Protection Policy

Prohibited Acts

No Village of Brookfield employee may do any of the following:

- A. Publicly post or publicly display or otherwise intentionally communicate or otherwise intentionally make available to the general public in any manner an individual's social security number.
- B. Print an individual's social security number on any card required for the individual to access products or services provided by the Village of Brookfield.
- C. Require an individual to transmit his or her social security number over the Internet, unless the connection is secure or the social security number is encrypted.
- D. Print an individual's social security number on any materials that are mailed to the individual, through the U.S. Postal Service, any private mail service, electronic mail, or any similar method of delivery, unless state or federal law requires the social security number to be on the document to be mailed. Notwithstanding any provision in this section to the contrary, social security numbers may be included in applications and forms sent by mail, including, but not limited to, any material mailed in connection with the administration of the Unemployed Insurance Act, any material mailed in connection with any tax administered by the Illinois Department of Revenue, and documents sent as part of an application or enrollment process or to establish, amend, or terminate an

- account, contract, or policy or to confirm the accuracy of the social security number. A social security number that may permissibly be mailed under this section may not be printed, in whole or in part, on a postcard or other mailer that does not require an envelope or be visible on an envelope without the envelope's having been opened.
- E. Collect, use, or disclose a social security number from an individual, unless:
 - 1. required to do so under state or federal law, rules, or regulations, or the collection, use, or disclosure of the social security number is otherwise necessary for the performance of that agency's duties and responsibilities;
 - 2. the need and purpose for the social security number is documented before collection of the social security number; and
 - 3. the social security number collected is relevant to the documented need and purpose.
 - F. Require an individual to use his or her social security number to access an Internet website.
 - G. Use the social security number for any purpose other than the purpose for which it was collected.
 - H. Encode or embed a social security number in or on a card or document, including, but not limited to, using a bar code, chip, magnetic strip, RFID technology, or other technology, in place of removing the social security number as required by this policy.

Exclusions from Prohibitions

The above-listed prohibitions do not apply in the following circumstances:

- A. The disclosure of social security numbers to agents, employees, contractors, or subcontractors of a governmental entity or disclosure by a governmental entity to another governmental entity or its agents, employees, contractors, or subcontractors if disclosure is necessary in order for the entity to perform its duties and responsibilities; and, if disclosing to a contractor or subcontractor, prior to such disclosure, the governmental entity must first receive from the contractor or subcontractor a copy of the contractor's or subcontractor's policy that sets forth how the requirements imposed under the Identity Protection Act on a governmental entity to protect an individual's social security number will be achieved.
- B. The disclosure of social security numbers pursuant to a court order, warrant, or subpoena.
- C. The collection, use, or disclosure of social security numbers in order to ensure the safety of: state and local government employees; persons committed to correctional facilities, local jails, and other law enforcement facilities or retention centers; wards of the State; and all persons working in or visiting a state or local government agency facility.
- D. The collection, use, or disclosure of social security numbers for internal verification or administrative purposes.
- E. The disclosure of social security numbers by a state agency to any entity for the collection of delinquent child support or of any state debt or to a governmental agency to assist with an investigation or the prevention of fraud.
- F. The collection or use of social security numbers to investigate or prevent fraud, to conduct background checks, to collect a debt, to obtain a credit report from a consumer reporting agency under the federal Fair Credit Reporting Act, to undertake any permissible purpose that is enumerated under the federal Gramm Leach Bliley Act, or to locate a missing person, a lost relative, or a person who is due a benefit, such as a pension benefit or any unclaimed property benefit.

Freedom of Information Act Requests

Consistent with the Illinois Freedom of Information Act, Village of Brookfield employees must redact social security numbers from information or documents being supplied to the public pursuant to a Freedom of Information Act request before allowing the public inspection or copying of the information or documents.

Applicability

This policy does not apply to the collection, use, or disclosure of a social security number as required by state or federal law, rule, or regulation.

This policy does not apply to documents that are recorded with a county recorder or required to be open to the public under any state or federal law, rule, or regulation, applicable case law, Supreme Court Rule, or the Constitution of the State of Illinois.

If a federal law takes effect requiring any federal agency to establish a national unique patient health identifier program, any Village of Brookfield employee that complies with the federal law shall be deemed to be in compliance with this policy.

Identity Protection Procedures

All Village of Brookfield employees having access to social security numbers in the course of performing their duties shall be trained to protect the confidentiality of social security numbers. The training shall include instructions on the proper handling of information that contains social security numbers from the time of collection through the destruction of the information.

Only Village of Brookfield employees who are required to use or handle information or documents that contain social security numbers have access to such information or documents.

Social security numbers requested from an individual shall be provided in a manner that makes the social security number easily redacted if required to be released as part of a public records request.

When collecting a social security number, or upon request by the individual, a statement of the purpose or purposes for which the Village of Brookfield is collection and using the social security number shall be provided to the individual.

Section 13.4 Nursing Mothers in the Workplace Act

The Village provides unpaid break time and a break room for employees who need to express breast milk for their infant children. Employees will be allowed a reasonable amount of unpaid time each day. The employee must work with the supervisor to establish a schedule that will be the least disruptive to daily operations. If possible, the break time must run concurrently with any break time already provided the employee.

Section 13.5 Village Identification Cards

Certain employees of the Village will be provided with a suitable identification card, which will display a photograph and/or other appropriate information that will clearly identify the person as an employee of the Village. These cards may not be used as a means of securing credit, avoiding

consequences of illegal acts, or other special considerations. The Village ID serves as verification of employment with the Village, and as such, employees should be prepared to present their ID when on duty of while conducting work on behalf of the Village.

Section 13.6 Nepotism

It shall be the policy of the Village not to employ relatives of elected Village officials or the Village Manager. Relatives of Village employees may be employed, only by approval of the Manager, in cases where neither employee would be the direct supervisor of the other, where both were previously employed by the Village and the Manager determines that no conflict of interest will result in the continued employment of both, or where the position could not otherwise be filled. For purposes of this section, the term “relatives” shall mean husband, wife, children, son-in-law, daughter-in-law, father, mother, father-in-law, mother-in-law, brother, sister, brother-in-law, sister-in-law, grandfather or grandmother.

Section 13.7 Personnel Record Review

The Village keeps certain records relating to your employment in your personnel file. The documents contained within that file are the property of the Village and must be maintained for legal recordkeeping purposes. Some employment records are kept in separate files, such as medical records and records relating to I-9 requirements. All files connected with an employee are considered strictly confidential, and access will be limited only to those who have a job-related need to know the information and who have been authorized to see the file in question.

All current employees, employees who terminated employment within the preceding year, and representatives of employees may view certain contents of their personnel file with advance notice to the Human Resources department. Documents that relate to the employee’s qualifications for hire such as the application, promotion, disciplinary action, and transfer may be viewed. Additionally, the employee may review policy signoff forms and training records.

Documents that the employee may not review include: references or reference checks, test documents, records of any investigation undertaken by management *unless* the Village takes adverse personnel action based on such information, medical records, documents related to a judicial proceeding, any document that would violate the confidentiality of another employee, and documents used for employee planning.

An employee who wants to review the allowable contents of their personnel file should contact Human Resources in writing with 24 hours notice. Former employees, or people unknown to the Human Resources staff, must present identification and/or proof or permission to access the personnel file.

Personnel files must be reviewed in the presence of a Human Resources staff person. No part of the personnel file may be removed from the office by the employee.

Photocopies of the file, or portions of the file, may be requested by the employee. Within reason, the Human Resources staff person will provide photocopies. For extensive copying, the employee will need to pay for the photocopies.

If an employee disagrees with information included in his own personnel file, the information may be removed by agreement of the Village and the employee. If the Village and the employee are unable to agree, the employee may submit an explanatory statement that must be attached to the disputed document.

Public Records Requests for Personnel Records

Records maintained in a personnel file are generally considered public records under Illinois law. However, some information contained in personnel files or otherwise maintained by the Village are not public, including social security numbers, driver's license number, employee identification number, biometric identifiers, personal financial information, passwords or other access codes, medical records, home or personal telephone numbers, and personal email addresses. Private information also includes home address and personal license plates, except at otherwise provided by law or when compiled without possibility of attribution to any person.

When a public records request (also known as a Freedom of Information Act or FOIA request) is made to examine an employee's personnel file, the Village shall endeavor to allow the employee two (2) business days to review his personnel file, the FOIA request received, and the Village's intended response to the FOIA request prior to the release of any records by the Village. If an employee is on vacation, sick, or other benefit leave, every reasonable effort should be made to contact the employee.

Acknowledgment of Receipt of Village of Brookfield Personnel Manual

I acknowledge having received a copy of the Village of Brookfield Personnel Manual and I agree to read and become familiar with its contents. **I understand that I have no guarantee of future employment with the Village or employment under any specific conditions. I understand that this Manual is not an express or implied contract of employment and that it does not create any rights in the nature of an employment contract. I understand that I am an employee at will.** Nothing shall restrict my right to terminate my employment at any time and nothing shall restrict the right of the Village to terminate my employment at any time, with or without notice and with or without cause. I also understand that the Village has the right to change, suspend or terminate any or all of the policies or procedures described in this manual at any time, with or without advance notice.

Name (please print)

Signature

Date

This acknowledgment form is to be signed and returned to be held in the employee's personnel file.

**Acknowledgment of Receipt of Village of Brookfield Personnel Manual
(FIRE AND POLICE EMPLOYEES SUBJECT TO THE FIRE AND POLICE
COMMISSION AND UNION EMPLOYEES)**

I acknowledge having received a copy of the Village of Brookfield Personnel Manual and I agree to read and become familiar with its contents. I understand that the Village has the right to change, suspend or terminate any or all of the policies or procedures described in this manual at any time, with or without advance notice. I agree that this Manual does not constitute a contract of employment between myself and the Village. I acknowledge that the Manual is intended as a guide towards my employment with the Village but to the extent that anything in the manual is inconsistent or different regarding a subject covered by a collective bargaining agreement that is applicable to my position, the collective bargaining agreement will supersede the manual on those subjects which are inconsistent or different. Similarly, if this manual is inconsistent or different on a matter covered by applicable rules of the Board of Fire and Police Commission, those rules will control the subject.

Name (please print)

Signature

Date

This acknowledgment form is to be signed and returned to be held in the employee's personnel file.

**Acknowledgment of Receipt of Technology Resources Policy
And Statement of Agreement**

I acknowledge that I have received a copy of the Village of Brookfield Technology Resources Policy and that I have read and understand it. I understand that I must comply with all of the provisions of the Policy to have access to and use Village technology resources.

I understand that the Village's technology resources and all data entered, created, received, stored or transmitted by those resources are Village property. I have no expectation of privacy in connection with the use of Village technology resources including the entry, creation, transmission, receipt, viewing, accessing or storage of data via such resources. I acknowledge and consent to Village searching, monitoring, intercepting, inspecting, reviewing, recording, accessing, and disclosing, without additional notification, at any time and at its sole discretion, my use of Village technology resources, including all data that I enter, create, receive, store, view or transmit via those resources. Such monitoring includes but is not limited to tracking Internet use, accessing messages that reside in any Village voice mail box, and accessing e-mail transmitted, received or stored via Village technology resources.

I also understand that if I do not comply with all provisions of the Policy, my access to Village technology resources may be revoked, and I will be subject to disciplinary action, up to and including termination.

Name (please print)

Signature

Date

This acknowledgment form is to be signed and returned to be held in the employee's personnel file.

**Acknowledgment of Receipt of Identity Protection Policy
And Statement of Agreement**

I acknowledge that I have received a copy of the Village of Brookfield Identity Protection Policy and that I have read and understand it. I understand that I must comply with all of the provisions of the Policy.

I also understand that if I do not comply with all provisions of the Policy, I will be subject to disciplinary action, up to and including termination.

Name (please print)

Signature

Date

This acknowledgment form is to be signed and returned to be held in the employee's personnel file.

ORDINANCE NO. 2012-05

AN ORDINANCE AUTHORIZING THE ACCEPTANCE OF A PROPOSAL FROM ALL INFORMATION SERVICES, INC., FOR THE PURCHASE AND PROCUREMENT OF COMPUTER HARDWARE AND INSTALLATION, MAINTENANCE AND SUPPORT SERVICES FOR THE VILLAGE OF BROOKFIELD, ILLINOIS

PASSED AND APPROVED BY
THE PRESIDENT AND BOARD OF TRUSTEES
THE 9TH DAY OF JANUARY 2012

Published in pamphlet form by
Authority of the Corporate
Authorities of Brookfield, Illinois,
the 9th day of January 2012.

ORDINANCE NO. 2012-05

AN ORDINANCE AUTHORIZING THE ACCEPTANCE OF A PROPOSAL FROM ALL INFORMATION SERVICES, INC., FOR THE PURCHASE AND PROCUREMENT OF COMPUTER HARDWARE AND INSTALLATION, MAINTENANCE AND SUPPORT SERVICES FOR THE VILLAGE OF BROOKFIELD, ILLINOIS

WHEREAS, Village of Brookfield, Illinois (the "Village"), a municipal corporation of the State of Illinois, is authorized by the laws of the State of Illinois to purchase, acquire and lease personal property for the benefit of the Village and its inhabitants and to enter into contracts with respect thereto;

WHEREAS, the Village desires to purchase and procure computer hardware and installation, maintenance and support services (the "Computer Hardware and Services") for the Village to perform essential governmental functions;

WHEREAS, in the opinion of a majority of the corporate authorities of the Village of Brookfield, advisable, necessary and in the public interest that the Village of Brookfield waive newspaper advertisement for bids, waive the procedure prescribed for open market purchases, accept the proposal solicited from All Information Services, Inc., for the Computer Hardware and Services which has been presented to the corporate authorities of the Village at this meeting and is attached hereto as Exhibit "A".

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF BROOKFIELD, COOK COUNTY, ILLINOIS, as follows:

Section 1. **Waiver of Bids.** It is hereby determined that it is advisable, necessary and in the public interest that the Village of Brookfield waive newspaper advertisement for bids, waive the procedure prescribed for open market purchases and has negotiated a satisfactory proposal from All Information Services, Inc., which proposal is attached hereto as Exhibit "A".

Section 2. **Acceptance of Proposal and Approval of Documents.** The terms and provisions of the proposal from All Information Services, Inc., for the Computer Hardware and Services are hereby accepted and is hereby approved in substantially the form presented at this meeting, with such insertions, omissions and changes as shall be approved by the board of trustees of the Village, the execution of such documents being conclusive evidence of such approval; and the Village President of the Village is hereby authorized and directed to execute, and the Village Clerk of the Village is hereby authorized and directed to attest and countersign, all such documents necessary to effectuate the proposal from All Information Services, Inc., and consummate the purchase procurement of the Computer Hardware and Services and the Village Clerk of the Village is hereby authorized to affix the seal of the Village to such documents.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

Section 3. Effective Date. This ordinance shall be effective immediately upon its approval by two-thirds of all the trustees holding office and adoption in accordance with law.

ADOPTED this 9th day of January 2012, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

ABSTENTION: _____

APPROVED by me the 9th day of January 2012.

Michael J. Garvey, President of the
Village of Brookfield, Cook County, Illinois

ATTESTED and filed in my office,
this 9th day of January 2012.

Brigid Weber, Clerk of the Village
of Brookfield, Cook County, Illinois

EXHIBIT “A”

PROPOSAL FROM ALL INFORMATION SERVICES, INC.



Account: 00160
Invoice: 18223

Total Due: \$46,867.00
Due In Full Before: 02/04/2012

Brookfield Village
8820 Brookfield Ave.
Brookfield IL 60513

Keith Sbiral
708-485-7344
ksbiral@brookfieldil.gov

Labor Charges

Employee	Description	Date	Hours	Rate	Total
Scott S.	VMware and equipment installation		40.00	\$85.00	\$3,400.00
					sub total: \$3,400.00

Service Charges

Service Description	Price
VMWare Maintenance and Support (1-Year) KZ8479	\$1,124.00
sub total: \$1,124.00	

Equipment Charges

#	Name / Description	Price	Tax	Total
1	HP StorageWorks DW3333 SAN Array Dual Controller	\$9,384.00	0.00%	\$9,384.00
9	HP 2TB SAN Hard Drive with MSA Tray	\$508.00	0.00%	\$4,572.00
3	QLogic ISCSI NIC Dual-Port	\$483.00	0.00%	\$1,449.00
3	HP Server PCI-X Riser	\$92.00	0.00%	\$276.00
1	VMware Essentials Plus License KZ8475	\$4,495.00	0.00%	\$4,495.00
1	HP ProLiant DL380 G7 GA5590 Server	\$4,682.00	0.00%	\$4,682.00
1	HP Additional Xeon Six Core Processor CM8635	\$1,639.00	0.00%	\$1,639.00
18	HP 8GB DDR3 Memory BC4639 for new and existing servers	\$253.00	0.00%	\$4,554.00
2	GC4668 Cisco 8-Port Gigabit Switch for ISCSI	\$187.00	0.00%	\$374.00
2	CG3002 HP Xeon Six Core Processor for Existing HP Server	\$973.00	0.00%	\$1,946.00
1	BU2354 GOVT OLP WINDOWS SERVER ENT 2008R2	\$1,879.00	0.00%	\$1,879.00
1	CQ3452 GOVT OLP SQL SVR STD 2008R2 Processor License	\$5,482.00	0.00%	\$5,482.00
3	HP 300GB 15k SAS SAN Hard Drive with MSA Tray	\$537.00	0.00%	\$1,611.00
				sub total \$42,343.00

Total Due: \$46,867.00
please make checks payable to AIS

Notes



Account: 00160
Invoice: 18223

Total Due: \$46,867.00
Due In Full Before: 02/04/2012

QUOTES: All labor entries are estimates. Travel time is not included in the quote. A final invoice of 'Actual Time' and 'Travel Time' will be billed when the project is complete. Any issues not listed in a quote will NOT be considered part of the project and will be billed in addition to the quote as a separate issue.

Equipment is warranted by their respective manufacturers. Warranty terms for AIS-built equipment available at www.aislabs.com/warranty

All Information Services, Inc.

6428 Joliet Road - Suite 100 (NEW ADDRESS)
Countryside, IL 60525

aisLabs.com

billing@aisLabs.com

p: 708.352.7050

f: 708.469.2559

Thank you for your business

AIS - your technology partner



Village of Brookfield

8820 Brookfield Avenue • Brookfield, Illinois 60513-1688
(708) 485-7344 • FAX (708) 485-4971
www.brookfieldil.gov

VILLAGE PRESIDENT
Michael J. Garvey

VILLAGE CLERK
Brigid Weber

BOARD OF TRUSTEES
Catherine A. Colgrass-Edwards
Ryan P. Evans
C.P. Hall, II
Kit P. Ketchmark
Brian S. Oberhauser
Michael A. Towner

VILLAGE MANAGER
Riccardo F. Ginex

MEMBER OF
Illinois Municipal League
Proviso Township
Municipal League
West Central
Municipal Conference

TREE CITY U.S.A. Since 1981

HOME OF THE CHICAGO
ZOOLOGICAL SOCIETY

VILLAGE OF BROOKFIELD
BROOKFIELD, ILLINOIS 60513

BROOKFIELD VILLAGE BOARD COMMITTEE OF THE WHOLE MEETING Monday, January 9, 2012

7:00 p.m. or Immediately following Village Board Meeting
Edward Barcal Hall
8820 Brookfield Avenue
Brookfield, IL 60513

AGENDA

- A. Discussion – Surplus Personal Property for Auction
- B. **Addresses from the Audience** – Any member of the audience who wishes to address the President and Village Board may do so at this time
- C. **Adjournment**

Individuals with a disability requiring a reasonable accommodation in order to participate in any meeting should contact the Village of Brookfield (708)485-7344 prior to the meeting. Wheelchair access may be gained through the police department (East) entrance of the Village Hall.



COMMITTEE ITEM MEMO

ITEM: Surplus Personal Property for Auction

COMMITTEE DATE: January 9, 2012

PREPARED BY: Theresa M. Coady

PURPOSE: Seeking Board Approval to permit auction of Surplus Personal Property.

BUDGET AMOUNT: N/A

BACKGROUND:

Scott DeRoss, foreman in the Department of Public Works has requested the following vehicle be approved for surplus:

2007 Ford Explorer 1FMEU73E87UB74519 84,946 miles

This vehicle will be auctioned on I-Bid after surplus.

ATTACHMENTS:

None.

STAFF RECOMMENDATION:

Staff recommends the Village Board approve the surplus of these vehicles.

REQUESTED COURSE OF ACTION:

Staff requests the Board approve a surplus Ordinance for these vehicles on January 23, 2012.